

**FEDERAL FUNDS ADMINISTERED BY
CLARK COUNTY
FOR HOMELESS PROGRAMS**

**EMERGENCY SHELTER GRANT PROGRAM
FISCAL YEAR 2012/2013**

July 1, 2012 through June 30, 2013

**PROGRAM MANUAL
and
APPLICANT PACKET**

**CONTAINING GUIDELINES, POLICY, PROCEDURES and the
APPLICATION FOR FUNDING**



BOARD OF COUNTY COMMISSIONERS

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**CLARK COUNTY EMERGENCY SHELTER GRANT FUNDS
FOR HOMELESS SHELTER
FISCAL YEAR 2012**

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INTRODUCTION, PURPOSE AND OVERVIEW

OF THE EMERGENCY SHELTER GRANT PROGRAM

Please read the following information before proceeding with grant application and instructions.

INTRODUCTION AND PURPOSE

The Emergency Shelter Grant (ESG) program funds the cost of providing emergency and transitional shelter to homeless individuals and under certain conditions, homeless prevention services for individuals about to become homeless. Emergency shelters are typically offered for short durations and free-of-charge to persons who otherwise would have to sleep in places not meant for human habitation. Transitional shelters typically offer intensive case management and supportive services, and provide housing assistance for a longer period of time. The information outlined in this program manual will aid in understanding what the ESG funds can support, how to complete the application, and how to participate in Clark County's ESG project selection process.

The Emergency Shelter Grant funds are being made available to further the Implementation Schedule of the Southern Nevada Regional Planning Coalition's Committee on Homelessness' HelpHopeHome plan to end homelessness. The ESG funds are authorized under the McKinney-Vento Act and as such, the ultimate goal of any program supported with ESG funds is to help homeless persons: (1) achieve residential stability, (2) increase their skill levels and/or income, and (3) obtain greater self-determination. Eligible activities that can be funded with these County ESG funds include renovation or rehabilitative costs to convert buildings into emergency shelters for homeless persons; operational costs of shelters and other temporary housing programs; the provision of basic, elementary assistance to meet the basic, physiological needs of homeless persons; the provision of essential services; and activities designed to prevent incidences of homelessness.

Operation of Emergency Shelters: HelpHopeHome's Strategy 8.3 seeks to maintain shelter programs throughout the region; ESG funds can provide annual operating support to programs that provide for the basic needs of homeless persons with the goal of preventing further deterioration of their quality of life. The purpose is to assure that homeless persons have access to food, safe shelter, shower and restroom facilities and other services to maintain health and hygiene. Furthermore, ESG regulations require that shelters receiving ESG funds must assist homeless individuals in accessing mainstream programs and permanent housing. This funding activity is the least restrictive of ESG eligible activities (more funding is available for this activity).

Providing Essential Supportive Services: Up to 30% of the ESG allocation can be used to provide essential supportive services that homeless people need in order to regain stability and housing. Note that no applications will be considered for this activity on a stand alone basis. **Only applications requesting funds for essential supportive services *in addition* to shelter operations or homeless prevention will be considered.**

Essential supportive services include financial assistance on behalf of a client to remove obstacles to self-sufficiency. Such financial assistance may include bus passes, gas vouchers, or child care while a parent searches for or engages in employment; help getting the work cards necessary to accept employment. Essential supportive services also includes assistance in obtaining permanent housing, and in obtaining other Federal, State, or local assistance such as TANF, SNAPs (formerly Food Stamps), child support enforcement,

etc. and the staff salaries necessary to provide such service coordination efforts (case management). However, ESG regulations require that such a service is a new service or is a quantifiable increase in the level of a service (HUD funds cannot be used to supplant other funding for these essential services).

Preventing Homelessness: Up to 30% of the ESG allocation can be used to prevent homelessness from occurring. Such activities may include short-term subsidies to defray rent or utility costs for individuals or families that have received eviction or utility termination notices; security deposits and first months' rent to permit a homeless household to move into permanent housing, or an at-risk household to move into housing that is affordable to them; mediation programs for landlord-tenant disputes; legal services for the representation of indigent tenants in eviction proceedings; or other innovative programs and activities designed to prevent the incidence of homelessness. Financial assistance with rent may continue for a period not to exceed three (3) months, given that the total of all financial assistance provided the household does not exceed the equivalent of three months of rent. Under no circumstances may the short-term subsidies of rent or utilities be used to support units or structures owned by the project sponsor, the grantee, their parent organization, a partnership of which the sponsor or grantee is a member, or any other related organization. For more information on guidelines, see "Guidelines for Agencies Providing Rental and Utility Assistance."

FUNDS AVAILABLE

As in previous years, the amount of the ESG funds that Clark County will receive under the entitlement process is still uncertain. For purposes of making applications available in a timely manner, an estimated amount based on last year's allocation will be used as a guideline for the amount of the grant competition. For the County's ESG allocation, this amount is estimated to be \$280,725.

Up to \$84,217 (30% of the total ESG allocation) may be allocated to support the provision of essential supportive services (only if used in conjunction with shelter operations or homeless prevention), and up to an additional \$84,217 (30% of the total ESG allocation) may be used to prevent the incidence of homelessness. There is no percentage limit to the amount available for strictly shelter operations. Note that funds in support of staff salaries very limited.

MATCHING FUNDS REQUIREMENT

Each grantee must match the ESG funding provided by Clark County with an equal amount of funds from other appropriate sources. These funds must be used by the agency to support the ESG-supported project after the date of the grant award notice by the County. Funds used to match a previous ESG grant may not be used to match a subsequent grant award. A grantee may comply with this requirement by providing the supplemental funds itself, or through supplemental funds or voluntary efforts, including volunteer staff. In calculating the time contributed by volunteers as match, the value shall be determined at the rate of \$5 per hour. In calculating the value of any other donated material or building, or of any lease, the agency shall determine its value using a method reasonably calculated to establish a fair market value. Should an application receive a funding allocation, the agency will be required to submit an Affidavit of Matching Funds, declaring the source and amounts of funds to be used as match.

FUNDING PRIORITIES

Clark County has been an active participant in designing and developing the Southern Nevada Regional Homeless and Housing Plan, adopted by the Southern Nevada Regional Planning Coalition on July 28, 2005,

and detailed in the HelpHopeHome: Southern Nevada's Plan to End Homelessness Implementation Schedule. *Note that this Implementation Schedule has been updated.* The latest version, "Southern Nevada's Regional Plan to End Homelessness 2010 Update," is also available on the HelpHopeHome webpage at helphopehome.org. As part of the County's commitment to this Implementation Schedule, priority consideration may be given to services and projects that are identified in that Schedule. To this end, agencies and service providers should take note that the regional effort places great emphasis on providing intensive case management to all clients served in Southern Nevada. The role of the service provider is to engage in direct client contact and provide both supportive services and direct assistance to clients. **In addition, the Regional Homeless Coordinator has identified a gap in low-demand emergency shelter services for homeless families with children including households headed by a single man or woman, and also low-demand emergency shelter services for homeless youth. *Projects proposing to provide year-round, low-demand emergency shelters to these identified groups may receive priority consideration over other applications requesting operating support for general emergency or high-demand shelters.***

As part of the County's commitment to the Plan to End Homelessness, and to prepare for HEARTH Act requirements, all projects funded through this competition must participate in the community's Homeless Management Information System (HMIS) by inputting client-level data into the Miner HMIS System, as administered by the Office of the Regional Homeless Coordinator. ***Participation in the HMIS system is mandatory for all projects funded with ESG funds.*** New and renewing projects funded with these ESG funds not only must be actively inputting client-level data for one month prior to any reimbursement of Fiscal Year 2012 ESG funds being approved but also– ***the project's data input must also have achieved a Data Quality Rate of 90% or better to qualify for reimbursement to be released.*** Once the project's data quality rate meets or exceeds the minimum requirements, any held reimbursements will be released and automatically paid within one month of achieving the goal data quality rate. The most effective method agencies can immediately implement to improve their data input quality rate is to input data directly into the HMIS during the client interview, and refrain from collecting the information on a paper intake sheet and inputting the data at a later time. If an agency believes that participation in the HMIS system is too burdensome for its project, it should not apply for these federal Emergency Shelter Grant funds.

All agencies receiving these federal funds and participating in the Miner-HMIS system must obtain the client's written, informed consent to have their personal information entered into the Miner-HMIS system, and shared with other homeless providers. Agencies qualifying as a victim service provider will not be required to participate in the Miner-HMIS system and therefore are not subject to the above-stated requirement of achieving a minimum of 90% data quality rate before reimbursements are approved. An agency qualifies as a victim service provider if it is a non-profit, non-governmental organization and other agencies or programs whose *primary mission* is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking (programs such as rape crisis centers, battered women's shelters, domestic violence transitional housing programs qualify as victim service providers). ***Projects and agencies serving victims of violence as well as the general homeless or low-income population are not exempt from the requirement to participate in the Miner-HMIS system, even if a majority of clients served are victims of violence.*** These agencies must advise each client served of the purpose and uses of Miner-HMIS system, obtain the client's written consent or refusal, and must report on the clients served, yet not entered into the HMIS, in the Monthly Program Report, identifying the reasons client refused participation in the HMIS.

Please be aware that there are other federal and private funding resources for homeless services available from other sources. Namely, other local governments and the State of Nevada also receive Emergency Shelter Grant and Community Development Block Grant program funds, and the federal government has several million dollars available for discretionary grants each year. For instance, HUD's primary source of funding for homeless services is made available in a national competition each year known as the Continuum

of Care competition. For more information on this national competition, you may check the HUD website at www.hud.gov or contact the Regional Homeless Coordinator at 455-5832. The state and other departments of the federal government also have funding opportunities for services to low-income, disadvantaged households – typically through the Nevada Department of Health and Human Services.

All agencies and persons interested in participating in setting the priorities for homeless services in Southern Nevada are encouraged to participate in the community planning for these services. The SNRPC's Committee on Homelessness meets on the 3rd Thursday of each month at 2:00 p.m. in the Clark County Commission Chambers, 500 South Grand Central Parkway, Las Vegas, NV 89106. These meetings are also aired on Cable Channel 4.

HOW AND WHEN WILL THE PROJECTS BE SELECTED FOR FUNDING?

Clark County uses a citizen's advisory committee to review applications, query applicants, and make recommendations for funding based upon the community's needs. As in past years, the Clark County Community Development Advisory Committee (CDAC) will make these recommendations for the County Emergency Shelter Grant applicant projects. All applications will be reviewed by staff for eligibility and completeness prior to review by this Committee.

The CDAC will make recommendations to the Board of County Commissioners who will make final project selections for submittal to HUD. HUD must approve the selected projects before an award notification is made to the County and funds are released. The date for final selections will be determined by HUD by the application deadline date published in the Final Rule in the Federal Register. This date is unknown at the time these applications are made available.

Agencies awarded Fiscal Year 2012/2013 Emergency Shelter Grant program funds must register with the federal Central Contractor Registration (CCR) before funds can be committed. Registering in the CCR will require a DUNS number, which refers to the Data Universal Numbering System, which is a 9-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone or Internet (currently at <http://www.dunandbradstreet.com>).

Registration with the CCR must be maintained and kept current at all times when the agency has an active federal award – including federal funds passed through local entitlement agencies such as these Emergency Shelter Grant funds. The purpose of the CCR registration requirement is to fully implement the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282, hereafter referred to as "the Transparency Act"). That Act requires that a Web site be maintained where the public may access and search data on federal financial assistance awards. More information about this requirement is available in the June 6, 2008 Federal Register, pages 32417 – 32421 (guidance can be downloaded from <http://edocket.access.gpo.gov/2008/pdf/E8-12558.pdf>).

Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act)

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed into law on May 20, 2009 by President Barack Obama. The HEARTH Act reauthorizes the McKinney Vento Homeless Assistance Programs. The purpose of this act is to consolidate homeless assistance programs, codify the continuum of care planning process, and to establish a goal of ensuring that families who become homeless return to permanent housing within 30 days. Under the HEARTH Act there will also be more emphasis on project and program outcomes and on the coordination of the ESG program with the Continuum of Care. Furthermore, HMIS use will become a federal requirement for ESG funded programs, funding categories will expand and category caps will change. The Emergency Shelter Grant program will be renamed Emergency

Solutions Grants. At this time no regulations have been published but interim rule may occur in the near future. Before HEARTH Act regulations come into effect, technical assistance of some sort will be available to ESG agencies.

FEDERAL, REGIONAL, AND LOCAL REGULATIONS AND PERFORMANCE STANDARDS APPLICABLE TO PROJECTS SUPPORTED WITH THESE FEDERAL FUNDS FOR HOMELESS SERVICES

Please note that by submitting an application for funding, you are requesting financial support from federal funds administered by the U.S. Department of Housing and Urban Development and provided to Clark County as an Urban County entitlement area. The County is making these funds available to eligible nonprofit organizations that provide critical services to homeless individuals and families in Southern Nevada. These federal funds are subject to various federal regulations and requirements as well as County program and administrative requirements. This Program Manual will highlight several – but not all – of the federal regulations applicable to these federal funds; agencies are responsible for following all applicable federal regulations, whether they are listed in this Program Manual or not.

Fiscal Management and Accountability

The financial management requirements pertain to management of accounting systems, allowability of costs, audits, tracking and use of program income and pre-award cost limitations.

1. The ESG regulations require that non-profit subrecipients adhere to the following uniform administrative requirements:
 - a. 2 CFR 230 (formerly OMB Circular A-122 “Cost Principles for Non-Profit Organizations”) – this circular establishes principles for determining allowable costs under grants, contracts and other agreements with nonprofit organizations;
 - b. Specific provisions of 24 CFR Part 84 (see 570.502(b)) – these regulations set forth uniform requirements for nonprofit organizations, including financial management systems, property standards, procurement standards, reporting and record keeping. Note: 24 CFR Part 84 implements OMB Circular A-110.
2. County grants are disbursed as reimbursement only; grant funds are paid to grant recipients based on actual expenditures. The agency must first expend its own funds on the “activities” approved in the Resolution to Grant Funds, and then submit appropriate documentation as a Request for Reimbursement.
 - a. Appropriate documentation includes a copy of the *canceled* check, a copy of the receipt or invoice detailing what was purchased or paid for, and limited information on client beneficiary, if expenditure was on behalf of a client. If reimbursement is requested for staff salaries, appropriate documentation includes copies of pay stub, canceled check (or, in the case of EFTs, a copy of payment), time and activity sheets signed by supervisor, and proof of payment for payroll taxes and any fringe benefits.
 - b. Full reimbursement will occur **only WHEN**

- i. the project is consistently inputting client-level data into the community's HMIS system for at least one month prior to reimbursement occurring, **AND**
 - ii. the data input meets minimally acceptable quality standards, defined as an error rate of 10% or lower (data quality is 90% or better), and reported to program management staff by the Miner-HMIS Program Coordinator monthly as a Data Quality Rate, determined as the percent of client records which are complete and accurate.
 - c. For projects experiencing a data quality rate of less than 90% accuracy, reimbursement of eligible expenses will be held until such time that the project's Data Quality meets or exceeds 90% accuracy for one month. Upon achieving the 90% standard, any eligible expenditures that were held until compliance was achieved will be released.
 - i. The 90% data quality standard is to be maintained each month to receive full reimbursement of expenses; should the project again fall below the 90% data quality standard, the reimbursement will be withheld until the standard is again met.
 - ii. **Under no circumstances will withheld funds be made available after February 11, 2014.**
3. Subrecipient agencies must have:
- a. Adequate accounting records that provide reliable, complete and up-to-date information about sources and uses of funds, including retention of "source documentation" (receipts, invoices, canceled checks, vouchers, etc.) for all financial transactions;
 - b. Adequate internal controls that warrant against mis-use of funds or unallowable expenditures (at least two persons review each financial transaction – one requesting/justifying the expenditure, the other approving for payment) ;
 - c. Bank account in the name of the agency; and
 - d. All checks made payable to any Board Member or the Executive Director (reimbursements, mileage, payroll, etc.) **MUST** be signed by a Board Member authorized as a check signer by the Board of Directors, and the payee and payor must be different individuals.
4. Clark County will conduct on-site monitoring of County grants, for the following purposes:
- a. To ensure that County funds are used effectively to assist homeless individuals and families, and that program and County goals are met;
 - b. To ensure compliance with grant regulations and program requirements in the usage of funds and in carrying out program activities;
 - c. To ensure that Financial Systems are in place to track the use of awarded funds; and
 - d. To enhance and develop the management capacity of recipients.

Other Federal Regulations

With federal funding come certain administrative and financial management requirements. Accepting federal funding also obligates the organization to observe an extra measure of due diligence with regard to federal laws that may require changes in practice. While most organizations' policies affirm a provision of service without regard to race, religion, ethnic origin, sex, etc., the current written procedures and practices may not be adequate for compliance with receiving federal funds. For instance, the Fair Housing Act requires non-discrimination in the provision of housing and services, and in practice, one must make reasonable accommodations for persons with Limited English Proficiency (LEP). Should your project receive funding, you will be required to submit your written plan of accommodation to this and other federal laws.

Furthermore, conflicts of interest – including the appearance of any conflict – is strictly prohibited.

1. The general rule is that no person who is an employee, agent, consultant, member of the Board of Directors or Advisory Board, or officer who exercises any functions or responsibilities with respect to expending grant funds or who are in a position to participate in a decision making process with regard to such activities, may obtain a financial interest or benefit from a County-funded activity or have a financial interest in any contract, subcontract, or agreement with respect to this County-funded project.
2. To avoid the appearance of any conflict of interest, this prohibition extends to immediate family (by blood or marriage) members of any of the aforementioned persons.
3. A period of 12 months must elapse from the time a former Board member, officer, agent, employee, etc. can resign from her/his position which causes a conflict before that person can begin to benefit or have a financial interest in any contract, subcontract, or agreement with respect to an activity supported with these federal funds.

Other requirements of projects assisted with these federal funds include:

- Full participation in the community homeless management information system, entitled Miner-HMIS, occurs by entering information concerning clients served and **the services provided** into the Miner-HMIS on at least a monthly basis. Requests for reimbursement of expenses related to the project will be held until the project has inputted data on all clients served in the prior month, as reflected in the Monthly Program Progress Reports and the monthly Miner Agency Client Count received from the Miner-HMIS Program Coordinator. **Under no circumstances will funds be made available or reimbursed beyond February 11, 2014. Any FY2011 funds held while awaiting compliance with this rule will be reprogrammed if compliance has not occurred by February, 11 2014.**
 - Exception: "Victim service providers" providing services to victims of domestic violence shall not disclose personally identifying information, including (i) a first or last name; (ii) a home or other physical address; (iii) contact information, including a P.O. Box, e-mail or internet protocol address; (iv) a social security number; or (v) any other information, including date of birth, racial or ethnic background, or religious affiliation that, in any combination with other non-personally identifying information, may serve to identify any individual.
- Clients are to be advised that their personal information will be entered into the Miner-HMIS, and must sign the written consent form available on the Miner HMIS website (www.miner-hmis.com). Should a client refuse her/his consent to input the information, the agency shall report the unduplicated number of clients refusing to participate in the HMIS in their Monthly Program Reports, identifying the reasons provided for refusal (i.e., victim of domestic violence, victim of other violence, victim of identity theft, etc.). The agency is responsible for tracking services provided and all characteristics required in the

Annual Report so that the final, year-end Annual Report reflects the UNDULICATED number of individuals benefiting from services supported with these federal funds.

- Accurate and complete entry of client data into the Miner-HMIS system, resulting in a Data Quality rating of 90% or better from the Miner-HMIS system, as reflected in the monthly Miner Agency Client Count received from the Miner-HMIS Program Coordinator. Reimbursement of expenses will be withheld until a 90% data quality/accuracy is achieved. Again, Victim service providers will be exempted from this requirement, per the provisions of the Violence Against Women Act, Section 605.
- Front-line staff of the supported project must attend at least three (3) Mainstream Programs Basic Training workshops per year. Contact the Office of the Regional Homeless Coordinator at 455-5832 or request a schedule via e-mail to mh@co.clark.nv.us .
- Annual Report at year-end detailing certain characteristics of the UNDULICATED number of individuals served over the year (unduplicated in the 12 months).
- ALL supported projects are expected to assist homeless individuals to access mainstream programs and services and to secure Permanent Housing. This may be achieved in a variety of ways, including by providing space in your shelter program for mainstream programs (generally, these are services or income supports offered by governmental entities through tax-based funding) to accept applications, assisting homeless individuals to complete the application process and attend required appointments, etc.
- If your organization intends to request ESG funding for staff time spent on this project, each supported-employee's time sheets must reflect the actual time spent on the grant-related project or activities (referred to as Time and Activity Sheets in federal regulations). Agencies cannot simply apportion a percentage of the staff salaries based on estimations. For positions working solely on an ESG-grant supported activity, the agency can certify that 100% of the employee(s) time is spent performing the eligible activity, and said certification must be periodically re-assessed.
 - Time and activity records must be maintained so that salary charges to the grant can be adequately supported. An adequate time and effort record contains the following information: (1) the name and signature of the employee; (2) the hours, or percentage of effort, an employee worked on the funded activity each day during a given pay period; (3) the activities of the employee during the pay period (i.e., project A, project B, general and administrative, vacation, sick, leave without pay, etc.); and, (4) the name and signature of the employee's supervisor.

The guidelines and explanations given above merely highlight the most frequently-encountered of federal regulations and County requirements. Agencies should review the following federal requirements and consider the agency's and project's ability to comply before submitting an application:

1. 2 CFR 215 – Uniform Administrative Requirements for Grants and Agreements with ... Non-Profit Organizations (formerly OMB Circular A-110)
2. 2 CFR 230 – Cost Principles for Non-Profit Organizations (supplement to OMB Circular A-122)
3. 24 CFR Part 85 – Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations
4. 24 CFR 570.502 – Applicability of Uniform Administrative Requirements for HUD Community Planning and Development programs

5. Four Catalog of Federal Regulations chapters that govern Record Contents and Record Maintenance: 24 CFR 570.506, 24 CFR 576.65, 2 CFR 230, and 2 CFR 215
6. 24 CFR 570.508 – Access to Records
7. 24 CFR 570.509 – Grant closeout procedures
8. OMB Circular A-133 – Audits of ... Non-Profit Organizations
9. OMB circular A-87
10. Catalog of Federal Domestic Assistance, which outlines the statutory authority and requirements for the ESG program at 14.231
11. U.S. Department of Housing and Urban Development Handbook 6509.2, Revision 5 concerning Monitoring
12. U.S. Department of Housing and Urban Development Notice to Community Planning and Development 96-05 concerning procurement of consulting services
13. The Hatch Act as set forth in Title 5, Chapter 15, of the United States Code
14. The National Environmental Policy act of 1969 (NEPA)
15. Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284
16. Section 109 of the Housing and Community Development Act of 1974, Pub. L. 93-383, and implementing regulations issued at 24 CFR, Part 1
17. The Fair Housing Act (42 U.S.C. 3601-20), and any amendments thereto, and implementing regulations issued at 24 CFR, Part 100
18. Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and any amendments thereto and the regulations of HUD with respect thereto, including 24 CFR, Part 135
19. Executive Order 11063, any amendments thereto, and implementing regulations issued at 24 CFR, Part 107
20. Executive Order 13166 concerning improving the accessibility of services to eligible Limited English-Proficient persons, and any amendments thereto
21. The Age Discrimination Act of 1975 (42 U.S.C. 6101-07), and implementing regulations issued at 24 CFR 146
22. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and implementing regulations issued at 24 CFR, Part 8. For purposes of the ESG program, the term “dwelling units” in 24 CFR, Part 8, shall include any sleeping accommodations
23. Executive Order 11246, and the regulations issued under the Order at 41 CFR, Chapter 60
24. The Federal Labor Standards Act
25. The Fair Labor Standards Act
26. National Flood Insurance Program (44 CFR, Parts 59 - 70) and Section 102(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001)
27. Sections 302 and 401(b) of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), and implementing regulations issued at 24 CFR, Part 35, and – in addition – appropriate action must be taken to protect shelter occupants from the hazards associated with lead-based paint abatement procedures
28. 24 CFR Part 576, of the Stewart B. McKinney Homeless Assistance Act of 1987, and any amendments thereto
29. Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988 (42 U.S.C. 3544) and several amendments
30. 24 CFR, Part 92 of the Cranston-Gonzalez National Affordable Housing Act of 1990
31. 24 CFR, Part 24 , Subpart F of the Drug-Free Workplace Act of 1988
32. Section 319 of Pub. L. 101-121, of the Department of the Interior Appropriations Act
33. Executive Order 11246 and 6 or 7 amendments

34. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135
35. Faith-based organizations must follow several guidelines if federal funds are to support a project. For a synopsis see *Frequently Asked Questions on Equal Treatment and the Faith-Based and Community Initiative* on HUD website, at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/faith_based/faq
36. The Americans with Disabilities Act, as amended
37. Various Conflict of Interest restrictions, as well as restrictions on lobbying or partisan political activities

If your agency and project cannot meet any of these federal or local funding requirements, you should not submit an application requesting funds.

**ELIGIBILITY CRITERIA APPLICABLE TO APPLICANTS, CLIENTS SERVED, AND FUNDED ACTIVITIES
SUPPORTED WITH CLARK COUNTY FEDERAL FUNDS FOR HOMELESS SERVICES**

(Do not submit an application if you cannot meet all of the eligibility criteria)

ELIGIBLE APPLICANTS:

- Units of local government that target services to benefit the homeless of Clark County
- Other governmental entities, e.g. public housing authorities or public health districts, that target their services to benefit the homeless of Clark County
- Private nonprofit organizations with 501(c)(3) tax exempt status under the IRS Code that target their project or services to benefit the homeless in Clark County, Nevada. **IRS Pending Status will not be accepted.** Furthermore, nonprofit organizations:
 - a. Must have had the nonprofit 501(c)3 status for at least one (1) full year, or have one (1) full year of operating experience under another eligible nonprofit;
 - b. Must be certified to do business in the State of Nevada;
 - c. Must have a current Business License from the unit of local government in which the service(s) is provided;
 - d. Must have a volunteer Board of Directors of not less than five (5) unrelated persons which meets at least quarterly; **AND**
 - e. Must have an adequate financial management system, including appropriate internal controls, budget controls, accounting controls, property controls, and procurement standards which avoid conflicts of interest.

Limitations – Primarily Religious Organizations: Assistance may be provided under this part to a grantee or subrecipient that is a primarily religious organization **if** the primarily religious organization agrees to provide all eligible activities funded under this program in accordance with the following principles:

- It will not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with County Emergency Shelter Grant funds;
 - If a primarily religious organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded, and participation must be voluntary for the beneficiaries of the funded programs;
 - It will not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief; and
 - It will display in a prominent location accessible to clients, a flyer or poster explaining that services are provided without regard to religious participation. Such flyer or poster may invite clients to participate in religious services and denote the time and location of said religious services.
- Consideration may be given to agencies proposing projects of unique significance, such as those that address a unique need or population, including newly-formed organizations.

ELIGIBLE CLIENTS:

The ESG funds are intended to assist individuals and families with no housing options other than the street, outdoors, or some other place not fit for human habitation.

The term "homeless individual" means an individual or family who *lacks a fixed, regular, and adequate nighttime residence*, and includes those who sleep in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; or
- In an emergency shelter; or
- In transitional or supportive housing (for homeless persons who originally came from the streets or emergency shelter)
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;

A homeless individual (or family) also includes those who:

- Are being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Are being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Are fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

ELIGIBLE ACTIVITIES (i.e., WHAT CAN THE GRANT FUNDS BE USED FOR?)

Federal provisions require that Clark County Emergency Shelter Grant program (ESG) funds be used to support projects or services which, when initially funded with federal funds, are either a new service or a quantifiable increase in the level of a service related to providing emergency shelter, transitional shelter, providing for the basic needs of homeless individuals, or assisting :

- (1) Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless (Maximum available: \$250,000).
- (2) Payment of maintenance, operation (including limited administrative staffing costs), rent, repair, security, fuels and equipment, insurance, and utilities of shelters or other housing for the homeless.
- (3) Provision of goods, services, and other resources to provide for the basic, physiological needs of homeless persons.
- (4) Provision of supportive services to the homeless, including enrolling homeless and at-risk households for mainstream income-support programs designed to assist in the stabilization and self-sufficiency of the households
- (5) Developing and implementing homeless prevention activities. If grant funds are to be used to assist households that have received eviction notices or notices of termination of utility services, the following conditions must be met:
 - a. The inability of the family to make the required payments must be the result of a sudden reduction of income or unexpected and unavoidable increase in expenses;

- b. The assistance must be necessary to avoid eviction of the family or termination of essential utility services to the family;
 - c. There must be a prospect that the family will be able to resume payments within a reasonable period of time;
 - d. Payments of rent cannot continue for longer than three months of assistance;
 - e. The household's income is not to exceed 80% of Area Median Income; and
 - f. The assistance must not supplant funding for preexisting homeless prevention activities from any other sources.
- (6) Certain Administrative expenses related to accounting for grant funds and preparing required reports (not to exceed 5% of grant request).

Specifically, the project or service, when initially funded with federal funds, must either be new or a quantifiable increase in the level of a service above that which has been provided with state or local funds in the previous twelve calendar months.

INELIGIBLE ACTIVITIES

These federal funds cannot be used for the following activities:

1. Purchase of construction equipment; however, compensation for the use of such equipment through leasing, depreciation, or use allowances are eligible.
2. Operations and maintenance expenses of facilities or other buildings not used as shelter for homeless persons.
3. Receipts or activities that occurred prior to the beginning of the applicable fiscal year (July 1, 2010) or after June 30, 2011 (unless an extension of the grant period is requested and approved)
4. Any travel (local or out-of-state), staff development costs, or costs related to fundraising.
5. Any other ineligible activity as defined in the federal regulations governing ESG funds.

DATA COLLECTION AND REPORTING

Once funded, agencies must be prepared to submit monthly reports describing activities undertaken, progress made toward achieving the program's objectives, and certain details about the persons assisted. In addition, agencies must participate in the community Homeless Management Information System (HMIS) by inputting client-level data into the Miner HMIS system in a timely and accurate manner. Timely will be defined as within two (2) weeks of enrolling a client into the project's services. Accurate will be defined as having all data fields completed for each client and that the data is accurate when tested. The Miner-HMIS Program Coordinator will issue monthly Agency Client Count reports which reflect the percent of client files that are complete and accurate; a Data Quality Rate of less than 90% will result in the agency's reimbursement to be withheld until the Data Quality Rate improves to 90% or better. Agencies must also be prepared to provide program management-level staff with training on measuring program outcomes and evaluating programs at least once annually.

At year's end, agencies will be required to submit an Annual Report on beneficiaries, as required by HUD. The report must reflect the *unduplicated* number of individuals served throughout the year – **unduplicated in the 12-month service period, not month-to-month**. In other words, if a client is served once in July, three times in October, four times in February and 17 times in June – the annual report will reflect just one person served, and certain demographic and financial information about that one person. The Annual Report emphasizes the number of individuals served, not units of service. Please see Exhibit "3" for copy of Annual Report forms due. Report requirements are subject to change, based on the report requirements from HUD.

All projects receiving County federal ESG funds must be able to collect and input into the HMIS the following universal data elements on each client assisted:

- Name (last, first, middle, and alias)
- Social Security Number
- Birthdate
- City or County of Birth
- Gender
- Eye Color
- Hispanic Ethnicity, or Not
- Race(s)
- US Citizen status
- Veteran Status
- Marital Status
- Parental Status
- Residence Prior to Program Entry (Where slept last night) **and** length of time spent in that living arrangement
- Zip Code of Last Permanent Address
- Date of Program Entry
- Date of Program Exit
- Reason for Program Exit
- Destination at Program Exit
- Similar information on children in household

It is highly suggested that your shelter, supportive service or prevention project interview clients and immediately input their answers into the HMIS system, therefore never failing to gather required information. However, if your project would still like to collect information on paper first, it is highly recommended that you utilize the HMIS Intake Form available on the HMIS website.

If a client refuses permission to input her/his personal information into the community HMIS, the agency must include the number of "refusers" and their reasons in the Monthly Program Report, and may be subject to being required to participate in additional training on the Miner-HMIS system in order to improve participation rate.

SPECIAL CONDITIONS

Applicants should be aware of the following special conditions and requirements of this grant application process:

- The award of any funding approved and allocated by the Board of County Commissioners is contingent upon the County's receipt of ESG funding from HUD.
- Agencies awarded from these Fiscal Year 2012/2013 Emergency Shelter Grant program funds must register with the federal Central Contractor Registration (CCR) before funds can be committed in a Resolution to Grant ESG Funds to each agency. Registering in the CCR will require a DUNS number, which refers to the Data Universal Numbering System, which is a 9-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone or Internet (currently at <http://www.dunandbradstreet.com>).
- Registration with the CCR must be maintained and kept current at all times during which the agency has an active federal award – including federal funds passed through local entitlement agencies such as these Emergency Shelter Grant funds. The purpose of the CCR registration requirement is to fully implement the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282, hereafter referred to as “the Transparency Act”). That Act requires that a Web site be maintained where the public may access and search data on federal financial assistance awards. More information about this requirement is available in the June 6, 2008 Federal Register, pages 32417 – 32421 (the proposed guidance can be downloaded from <http://edocket.access.gpo.gov/2008/pdf/E8-12558.pdf>).
- Any costs incurred by the Applicant prior to the commencement date of an agreement to provide the funds (e.g., a resolution to grant funds) and the completion of an Environmental Review will not be paid from County funds.
- The County specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement where such variance is deemed to be in the best interest of the County and the population to be served.
- The County reserves the right to contact any individual, agency or grantee listed in the application or others who may have experience or knowledge of the Applicant's performance relevant to the proposed activities.
- Applicants shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any employee of the County, any member of the Board of County Commissioners or the Community Development Advisory Committee (CDAC), for the purpose of influencing application selection and funding.
- The County reserves the right to conduct a review of records, systems, and procedures of any entity selected for funding. Misrepresentation of the Applicant's ability to perform as stated in the application may result in cancellation of any contract or agreement awarded. An agreement may be withheld if issues of contract or questions of non-compliance, or questioned or disallowed costs exist, until such issues are satisfactorily resolved.
- If selected for funding, the Applicant may be required to prepare and submit additional information upon which further grant negotiations will be based.

- The County reserves the right to modify or terminate grants awarded under this solicitation process based on availability of funds and based on acceptable performance as established by the County.
- All individuals benefiting from a program assisted with these County federal ESG funds shall have personal information inputted into the Miner Homeless Management Information System (HMIS). Prior to any reimbursement of expenses, County staff will verify that the agency has been inputting client data into the Miner HMIS system for the previous month, and that the data input quality meets or exceeds minimal criteria. Projects supported with these federal funds for homeless services must achieve a Data Quality rate of at least 90%.
- Applicants must have a recordkeeping system appropriate to produce an unduplicated count of individuals served over a one-year period (July 1 through June 30), with demographic and other pertinent information for each client. *If used properly, the Miner-HMIS system will accomplish this for your agency.*
- All funds allocated pursuant to this process must be fully expended and reimbursed to agency in a timely manner. Generally, the grant resolution period is from July 1 through June 30. A six-month extension is possible, upon submission of justification. Under no circumstances will Fiscal Year 2012 Clark County Federal Funds for Homeless Services be available for reimbursement after February 11, 2014. Any un-reimbursed grant balances will be re-programmed to another ESG-eligible project.

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Staff from Clark County's Community Resources Management Division will offer **one Application Technical Assistance meetings** to community-based organizations. The purpose of this Technical Assistance meeting will be to review the purpose of the Emergency Shelter Grant program and application process, its eligible activities, review HMIS participation requirements, and to address any other questions put forth by potential applicants. County staff will also be available for telephone consultation during the period of application recruitment, but cannot comment on applications between the application deadline and the allocations by the Board of County Commissioners.

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3. Consolidated Annual Performance and Evaluation Reports (CAPER) for prior years CDBG and ESG uses.
4. Annual Continuum of Care Application for federal Homeless Assistance Program funds, including the updated narrative description of Southern Nevada's Continuum of Care.
5. Inventories of Emergency and Transitional Shelters and Permanent, Supported Housing for the formerly homeless, as detailed in the most recent Continuum of Care Application.
6. Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.
7. Copies of the Community Development Advisory Committee Program Manuals; and
8. Other research and best practices information on housing and homeless programs from across the nation.

The Office of the Regional Homeless Coordinator also has many resources available concerning programs, services, and data on local homelessness in the Las Vegas Valley. This office is located in the Clark County Department of Social Service at 1600 Pinto Lane, Las Vegas, NV 89106 and the contact number is 455-5832. Applicants should also consult the HelpHopeHome.org website, as well as the www.hudhre.info website, as they both have valuable information and resources.

TENTATIVE COUNTY FEDERAL FUNDS FOR HOMELESS PROGRAMS APPLICATION SCHEDULE:

November 8, 2011	Technical Assistance in completing the Clark County Emergency Shelter Grant application will be provided on Tuesday, November 8th from 1:30 p.m. – 3:30 p.m. at the Clark County Government Center, 1 st Floor, 500 So. Grand Central Parkway, Las Vegas. Call 455-5025 for more information and to R.S.V.P.
November 22, 2011	Deadline date for submittal of CC-ESG applications is 3:00 p.m., <u>TUESDAY, NOVEMBER 22, 2011</u>. Complete applications must be submitted electronically on zoomgrants.com by 3:00 p.m. on that day. They will then be available to the citizen's advisory committee for consideration. The Clark County Community Resources Management Division is located on the 5 th floor of the Clark County Government Center, 500 So. Grand Central Parkway, Las Vegas. Call 455-5025 for directions.
December 6, 2011	The citizen's advisory committee will receive an orientation to the Emergency Shelter Grant program and the regional planning efforts concerning homelessness and affordable housing on December 6, 2011.
January 17, 2012	The citizen's advisory committee will review ESG grant applications and interview applicant representatives on January 17, 2011 and will develop funding allocation recommendations on or before February 21, 2012.
February 21, 2012	The citizen's advisory committee is expected to develop funding allocation recommendations on or before February 21, 2012.
March 6, 2012	The citizen's advisory committee is expected to present funding allocation recommendations to the Board of County Commissioners during a Public Hearing on March 6, 2012.
May 2012	Funding allocations for the ESG Program, as approved by the Board of County Commissioners, will be submitted to HUD.
July 2012	HUD announces funding availability and funded activities may begin.

Only signed and completed applications with all required attachments uploaded will be accepted. No faxed or e-mailed copies will be accepted.

A FINAL NOTE

Applicants should be aware that, if funded, they will be expected to comply with the following:

- Full participation in the Miner HMIS system (exception: Victim service providers).
- A Data Quality Rating of 90% or better for data entered into the Miner HMIS system.
- All projects must have their front-line staff attend at least three (3) Mainstream Programs Basic Training workshops each year.
- Must register with the Central Contractor Registry and maintain information accurately on the CCR for the duration of the federal award.
- All projects must assist homeless individuals to access mainstream programs, services and permanent housing.
- Submit Program Progress Reports at least monthly, noting progress towards goals and objectives, as outlined in the Resolution to commit the funds, and also to report on the number of clients served.
- Submit an Annual Year-End Beneficiaries Report no later than July 16, 2013 noting demographic and other data of the *unduplicated* number of persons served through the year.
- Must have adequate processes to accommodate persons with Limited English Proficiency, in (i) Outreach and Marketing of project's services (if done), (ii) in applications / requests for services, and (iii) in provision of services.
- Obtain and maintain any and all federal, state, and local licenses (including business licenses), and permits (including professional certifications, as necessary) to operate the Project.
- Must have a volunteer Board of Directors (or Board of Trustees, or other nomenclature) of not less than five (5) unrelated persons, and that Board must meet at least quarterly.
- If recipient uses a vehicle in providing the services, the Recipient shall carry or provide Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with minimum coverages as follows:
 - Bodily Injuries: \$1,000,000 each person;
\$1,000,000 each occurrence
 - Property Damage: \$1,000,000 each person;
\$1,000,000 each occurrence.
- Carry or provide Comprehensive Fire and Hazard Insurance covering the full replacement costs of the Program.
- Carry Fidelity Bond insurance, also termed Dishonest Employee Insurance, for an amount determined by the Board of Directors.
- Avoid all activities or appearances of conflict of interest, namely: no officer, agent, consultant, or employee of Recipient may use her/his position to secure or grant any unwarranted privilege, preference, exemption, or advantage for her/himself, any member of her/his household, and/or any business in which s/he has a financial interest. This prohibition particularly applies to the awarding or

execution of any contract, subcontract, or agreement with respect thereto, or the proceeds thereof, either for her/himself or for those whom s/he has family or business ties, during her/his tenure or for one year thereafter, for any work to be performed pursuant to this Project.

- Any checks made payable to a Board member or Executive-level staff must have two signatures, at least one of which is a Board Member. Under no circumstances should a payee be one of the signatures.
- Any financial assistance provided on behalf of a client is to be made payable by check, to a third-party vendor; if said third-party vendor is an individual (not a business, Property Management Company or other entity registered to do business in the State of Nevada), data necessary to issue IRS Form 1099s at year-end must be obtained from payee before issuing check.
- Recipient shall record all costs of the Program by budget line items, supported by adequate source documentation (including checks, payrolls, time records, invoices, contracts, vouchers, orders, and other accounting documents evidencing the propriety of all costs) in a ledger separate from all other revenue sources.
- Recipient shall make these financial records available to County staff for audit whenever requested.

If your agency and project cannot meet any of these federal or local funding requirements, you should not submit an application.

ACCEPTANCE OF TERMS

By submitting an application, the applicant accepts all terms, conditions and requirements outlined in this Program and Application Manual. The Applicant understands and accepts that the most restrictive condition of the funding sources may apply. The Applicant's proposal will become part of the grant agreement in the event the Applicant is awarded funds. The Applicant will be bound by what is in the proposal, unless otherwise approved in writing by the Community Resources Management Division of Clark County's Administrative Services Department.

The Applicant's proposal and other materials submitted in response to the application process becomes the property of Clark County and may be returned only at the County's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated and approved for funding by the County Commissioners. Financial statements included in the application may be considered public information.

ELIGIBILITY CRITERIA APPLICABLE TO APPLICANTS, CLIENTS SERVED, AND FUNDED ACTIVITIES SUPPORTED WITH CLARK COUNTY FEDERAL FUNDS FOR HOMELESS SERVICES

(Do not submit an application if you cannot meet all of the eligibility criteria)

ELIGIBLE APPLICANTS:

- Units of local government that target services to benefit the homeless of Clark County
- Other governmental entities, e.g. public housing authorities or public health districts, that target their services to benefit the homeless of Clark County
- Private nonprofit organizations with 501(c)(3) tax exempt status under the IRS Code that target their project or services to benefit the homeless in Clark County, Nevada. **IRS Pending Status will not be accepted.** Furthermore, nonprofit organizations:
 - a. Must have had the nonprofit 501(c)3 status for at least one (1) full year, or have one (1) full year of operating experience under another eligible nonprofit;
 - b. Must be certified to do business in the State of Nevada;
 - c. Must have a current Business License from the unit of local government in which the service(s) is provided;
 - d. Must have a volunteer Board of Directors of not less than five (5) unrelated persons which meets at least quarterly; **AND**
 - e. Must have an adequate financial management system, including appropriate internal controls, budget controls, accounting controls, property controls, and procurement standards which avoid conflicts of interest.

Limitations – Primarily Religious Organizations: Assistance may be provided under this part to a grantee or subrecipient that is a primarily religious organization **if** the primarily religious organization agrees to provide all eligible activities funded under this program in accordance with the following principles:

- It will not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with County Emergency Shelter Grant funds;
 - If a primarily religious organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded, and participation must be voluntary for the beneficiaries of the funded programs;
 - It will not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief; and
 - It will display in a prominent location accessible to clients, a flyer or poster explaining that services are provided without regard to religious participation. Such flyer or poster may invite clients to participate in religious services and denote the time and location of said religious services.
- Consideration may be given to agencies proposing projects of unique significance, such as those that address a unique need or population, including newly-formed organizations.

ELIGIBLE CLIENTS:

The ESG funds are intended to assist individuals and families with no housing options other than the street, outdoors, or some other place not fit for human habitation.

The term "homeless individual" means an individual or family who *lacks a fixed, regular, and adequate nighttime residence*, and includes those who sleep in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; or
- In an emergency shelter; or
- In transitional or supportive housing (for homeless persons who originally came from the streets or emergency shelter)
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;

A homeless individual (or family) also includes those who:

- Are being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Are being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Are fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

ELIGIBLE ACTIVITIES (i.e., WHAT CAN THE GRANT FUNDS BE USED FOR?)

Federal provisions require that Clark County Emergency Shelter Grant program (ESG) funds be used to support projects or services which, when initially funded with federal funds, are either a new service or a quantifiable increase in the level of a service related to providing emergency shelter, transitional shelter, providing for the basic needs of homeless individuals, or assisting :

- (1) Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless (Maximum available: \$250,000).
- (2) Payment of maintenance, operation (including limited administrative staffing costs), rent, repair, security, fuels and equipment, insurance, and utilities of shelters or other housing for the homeless.
- (3) Provision of goods, services, and other resources to provide for the basic, physiological needs of homeless persons.
- (4) Provision of supportive services to the homeless, including enrolling homeless and at-risk households for mainstream income-support programs designed to assist in the stabilization and self-sufficiency of the households
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 - a. The inability of the family to make the required payments must be the result of a sudden reduction of income or unexpected and unavoidable increase in expenses;

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These federal funds cannot be used for the following activities:

1. Purchase of construction equipment; however, compensation for the use of such equipment through leasing, depreciation, or use allowances are eligible.
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5. Inventories of Emergency and Transitional Shelters and Permanent, Supported Housing for the formerly homeless, as detailed in the most recent Continuum of Care Application.
6. Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.
7. Copies of the Community Development Advisory Committee Program Manuals; and
8. Other research and best practices information on housing and homeless programs from across the nation.

The Office of the Regional Homeless Coordinator also has many resources available concerning programs, services, and data on local homelessness in the Las Vegas Valley. This office is located in the Clark County Department of Social Service at 1600 Pinto Lane, Las Vegas, NV 89106 and the contact number is 455-5832. Applicants should also consult the HelpHopeHome.org website, as well as the www.hudhre.info website, as they both have valuable information and resources.

TENTATIVE COUNTY FEDERAL FUNDS FOR HOMELESS PROGRAMS APPLICATION SCHEDULE:

November 8, 2011	Technical Assistance in completing the Clark County Emergency Shelter Grant application will be provided on Tuesday, November 8th from 1:30 p.m. – 3:30 p.m. at the Clark County Government Center, 1 st Floor, 500 So. Grand Central Parkway, Las Vegas. Call 455-5025 for more information and to R.S.V.P.
November 22, 2011	Deadline date for submittal of CC-ESG applications is 3:00 p.m., <u>TUESDAY, NOVEMBER 22, 2011</u>. Complete applications must be submitted electronically on zoomgrants.com by 3:00 p.m. on that day. They will then be available to the citizen's advisory committee for consideration. The Clark County Community Resources Management Division is located on the 5 th floor of the Clark County Government Center, 500 So. Grand Central Parkway, Las Vegas. Call 455-5025 for directions.
December 6, 2011	The citizen's advisory committee will receive an orientation to the Emergency Shelter Grant program and the regional planning efforts concerning homelessness and affordable housing on December 6, 2011.
January 17, 2012	The citizen's advisory committee will review ESG grant applications and interview applicant representatives on January 17, 2011 and will develop funding allocation recommendations on or before February 21, 2012.
February 21, 2012	The citizen's advisory committee is expected to develop funding allocation recommendations on or before February 21, 2012.
March 6, 2012	The citizen's advisory committee is expected to present funding allocation recommendations to the Board of County Commissioners during a Public Hearing on March 6, 2012.
May 2012	Funding allocations for the ESG Program, as approved by the Board of County Commissioners, will be submitted to HUD.
July 2012	HUD announces funding availability and funded activities may begin.

Only signed and completed applications with all required attachments uploaded will be accepted. No faxed or e-mailed copies will be accepted.

A FINAL NOTE

Applicants should be aware that, if funded, they will be expected to comply with the following:

- Full participation in the Miner HMIS system (exception: Victim service providers).
- A Data Quality Rating of 90% or better for data entered into the Miner HMIS system.
- All projects must have their front-line staff attend at least three (3) Mainstream Programs Basic Training workshops each year.
- Must register with the Central Contractor Registry and maintain information accurately on the CCR for the duration of the federal award.
- All projects must assist homeless individuals to access mainstream programs, services and permanent housing.
- Submit Program Progress Reports at least monthly, noting progress towards goals and objectives, as outlined in the Resolution to commit the funds, and also to report on the number of clients served.
- Submit an Annual Year-End Beneficiaries Report no later than July 16, 2013 noting demographic and other data of the *unduplicated* number of persons served through the year.
- Must have adequate processes to accommodate persons with Limited English Proficiency, in (i) Outreach and Marketing of project's services (if done), (ii) in applications / requests for services, and (iii) in provision of services.
- Obtain and maintain any and all federal, state, and local licenses (including business licenses), and permits (including professional certifications, as necessary) to operate the Project.
- Must have a volunteer Board of Directors (or Board of Trustees, or other nomenclature) of not less than five (5) unrelated persons, and that Board must meet at least quarterly.
- If recipient uses a vehicle in providing the services, the Recipient shall carry or provide Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with minimum coverages as follows:
 - Bodily Injuries: \$1,000,000 each person;
\$1,000,000 each occurrence
 - Property Damage: \$1,000,000 each person;
\$1,000,000 each occurrence.
- Carry or provide Comprehensive Fire and Hazard Insurance covering the full replacement costs of the Program.
- Carry Fidelity Bond insurance, also termed Dishonest Employee Insurance, for an amount determined by the Board of Directors.
- Avoid all activities or appearances of conflict of interest, namely: no officer, agent, consultant, or employee of Recipient may use her/his position to secure or grant any unwarranted privilege, preference, exemption, or advantage for her/himself, any member of her/his household, and/or any business in which s/he has a financial interest. This prohibition particularly applies to the awarding or

execution of any contract, subcontract, or agreement with respect thereto, or the proceeds thereof, either for her/himself or for those whom s/he has family or business ties, during her/his tenure or for one year thereafter, for any work to be performed pursuant to this Project.

- Any checks made payable to a Board member or Executive-level staff must have two signatures, at least one of which is a Board Member. Under no circumstances should a payee be one of the signatures.
- Any financial assistance provided on behalf of a client is to be made payable by check, to a third-party vendor; if said third-party vendor is an individual (not a business, Property Management Company or other entity registered to do business in the State of Nevada), data necessary to issue IRS Form 1099s at year-end must be obtained from payee before issuing check.
- Recipient shall record all costs of the Program by budget line items, supported by adequate source documentation (including checks, payrolls, time records, invoices, contracts, vouchers, orders, and other accounting documents evidencing the propriety of all costs) in a ledger separate from all other revenue sources.
- Recipient shall make these financial records available to County staff for audit whenever requested.

If your agency and project cannot meet any of these federal or local funding requirements, you should not submit an application.

ACCEPTANCE OF TERMS

By submitting an application, the applicant accepts all terms, conditions and requirements outlined in this Program and Application Manual. The Applicant understands and accepts that the most restrictive condition of the funding sources may apply. The Applicant's proposal will become part of the grant agreement in the event the Applicant is awarded funds. The Applicant will be bound by what is in the proposal, unless otherwise approved in writing by the Community Resources Management Division of Clark County's Administrative Services Department.

The Applicant's proposal and other materials submitted in response to the application process becomes the property of Clark County and may be returned only at the County's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated and approved for funding by the County Commissioners. Financial statements included in the application may be considered public information.

EXHIBIT 1:
APPLICATION INSTRUCTIONS

These instructions incorporate many of the HUD regulations governing the ESG grant program. Please also review the federal regulations incorporated in this Manual or available at www.hud.gov.

By submitting an application, the applicant accepts all terms, conditions and requirements contained in this Program Manual. The guidelines, definitions and limitations detailed in these instructions shall be considered binding on all activities once funded, although they may not be explicitly added to the resolution to grant funds.

APPLICATION INSTRUCTIONS

Application/ Proposal Questions:

#1 SELF IDENTIFIED PROJECT PRIORITY If your agency is submitting multiple applications indicate each project's priority for funding.

#2 PROJECT ACTIVITY *Select the activity that best fits the project you are requesting funds for. For more details on the categories see ESG Introduction and Purpose document and the Glossary (Exhibit 2 of program manual).* Eligible activities include providing for the basic physiological needs of homeless persons, providing shelter, offering supportive services to return a household to stability and self-sufficiency, or homeless prevention activities. The County's Federal Funds for Homeless Programs support may be used for the payment of maintenance, operation (including limited staffing costs), rent, repair, security, fuels and equipment, insurance, utilities, and furnishings of shelters for the homeless; rental payments not to exceed three months and supportive services to prevent homelessness; and for supportive, essential services designed to improve the household's income and housing stability and the staff salaries necessary to carry out those services.

#3 PROJECT BENEFICIARY CATEGORY *Identify the eligible population expected to be served by the project for which you are requesting funds.* To be eligible for funding, a project must provide services and assistance to homeless persons or low-income households at imminent risk of homelessness. It should be noted that projects receiving these federal ESG funds will be required to report certain demographic and personal information on all persons utilizing the service and the agency must be able to report on the unduplicated number of persons assisted at year's end.

#4 PROJECT BENEFICIARY SUBCATEGORY *Select all sub-populations you expect to serve for the fiscal year for which you are requesting funds.* All funded agencies are required to provide data on the populations that they serve. At the end of the fiscal year subrecipients submit an annual beneficiary report.

#5: ORGANIZATION MISSION AND SERVICES PROVIDED *Provide an overview of your agency which includes its mission, purpose, and the general types of services provided.*

#6 PROJECT GOALS AND HISTORY

Provide a brief overview of project's (for which you are requesting funds) mission/goals and a history of its operation (indicate how long your agency has been operating this particular project). If project is new explain what needs, circumstances, gaps in services, etc. brought about its creation. Question 20 is where you can elaborate on project performance. Questions 7 -17, get into more detail on project information.

7 PROJECT SERVICES for those SHELTERING CLIENTS and PROVIDING SUPPORTIVE SERVICES
Provide a more detailed description of services that will be provided by your agency. *Please discuss any program evaluation procedure used by program management to determine project's success with individual clients. Otherwise type in N/A.*

IN YOUR DESCRIPTIONS, address the following items, as:

Discuss the **general project characteristics**:

- Describe the homeless or low-income population to be served by the project;
- Describe the proposed facilities where services will be delivered, including addresses, and how these facilities are appropriate for the target population.

Also describe the **service needs** of this population, and how these needs will be met. Describe how your project's staff systematically identifies persons eligible for mainstream programs, and **helps to enroll them in the mainstream programs for which they are eligible** (mainstream programs include, but are not limited to, Medicaid, State Children's Health Insurance Program, TANF, Food Stamps (SNAPS), SSI, Workforce Investment Act programs, Veterans Health Care, Employment Training or Rehabilitation through the Nevada Department of Employment, Training and Rehabilitation, etc.). Please See Models for Integrating Mainstream Programs in Attachment C for examples and ideas that your project can implement.

#8 FEES OR PAYMENTS REQUIRED OF CLIENTS. *For all programs, please explain what kind of financial obligations participants or beneficiaries of your project have towards receipt of services. If there are no financial obligations, please explain why.* It is acceptable to charge a reasonable fee for services. Paying rent, program fees, mandatory savings plans, reimbursing the agency for expenses paid on the client's behalf, or other mechanisms of **financial obligation by participants** serves multiple functions, including providing a revenue source for the agency to become less dependent on grant funds and providing the participant with budgeting and financial management experience.

#9 TERMINATION OF ASSISTANCE *Explain how your agency complies with the following requirement:* Termination of assistance to any individual or family must be in accordance with a formal process established by the agency or organization, and must include a clearly-described appeals process.

#10 CLIENT PARTICIPATION *Explain how your agency complies with the following requirement:* homeless individuals and families must be involved in the construction, renovation, maintenance or operation of facilities assisted with these federal program funds, and in providing services for occupants of these facilities. *Also explain any opportunities clients have to provide input or any planning/ evaluation of services or programs. Otherwise type N/A.*

#11 SHELTER TYPE. Indicate shelter type. *To be completed by applicants PROJECTS involved in PROVIDING SHELTER (emergency and transitional), otherwise type N/A.*

#12 SHELTER INFORMATION Provide information on target population and how shelter type and environment best fits/ helps serve this population. *To be completed by applicants requesting funds for PROJECTS involved in PROVIDING SHELTER (emergency and transitional), otherwise type N/A.*

13 HOMELESS PREVENTION REQUIREMENTS, ELIGIBILITY, DOCUMENTATION to be completed by *applicants requesting funds for PROJECTS PROVIDING HOMELESS PREVENTION SERVICES, otherwise type N/A.* For projects providing homeless prevention services, please also describe the client eligibility criteria and your documentation requirements, length of assistance, and method for determining whether the assistance prevented homelessness. Homeless Prevention assistance can only be provided to persons or households at or below 80% of Area Median Income (as determined by HUD), and the housing units the household is assisted to stay in should be at or below Fair Market Rents (as determined by HUD). Please describe your procedures for determining that assisted client's household income does not exceed the HUD standard. See The Glossary, for clarification of Prevention activities. In your description, describe how the proposed project will assess the eligibility conditions delineated in 42 USC 11374(a)(4) which determines that grant funds may be used to assist families that have received eviction notices or notices of termination of utility services, only if the following conditions are met and documented:

- a) The inability of the family to make the required payments is due to a sudden reduction in income (or, unexpected yet necessary increase in expenditures);
- b) The assistance is necessary to avoid the eviction or termination of services; and
- c) There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time.

#14 HOMELESS PREVENTION SERVICES DURATION: *To be completed by applicants requesting funds for PROJECTS PROVIDING HOMELESS PREVENTION SERVICES* Describe the duration of homeless prevention assistance and any follow-up "after-care" after assistance has ended.

#15 REQUIREMENTS AND DOCUMENTATION NECESSARY FROM CLIENTS: To be completed by applicants requesting funds for PROJECTS PROVIDING SUPPORTIVE/ESSENTIAL SERVICES (in conjunction with emergency/transitional shelter or homeless prevention) otherwise type N/A.

16 SUPPORTIVE/ ESSENTIAL SERVICES: *If the project also involves offering supportive services (in conjunction with emergency/transitional shelter or homeless prevention), please also describe the specific service needs of your target population, and how those needs will be met (via project staff or collaborating agencies).* Again, participants or households assisted with ESG-assisted supportive services must have incomes at or below 80% of Area Median Income; please explain your documentation requirements for determining this income eligibility.

#17 SUPPORTIVE/ ESSENTIAL SERVICES: *If the project also involves offering supportive services (in conjunction with emergency/transitional shelter or homeless prevention) describe any specific arrangements or agreements in place with other collaborating agencies to facilitate the participants' placement into housing and employment, and how the project ensures participant's active participation in their case plan.* See the Glossary, for clarification of Supportive Services, and the examples of Models for Integrating Mainstream Programs in Attachment D.

#18 MATCHING PROJECT GOALS AND OBJECTIVES TO HCP CONSORTIUM HOMELESS STRATEGIC PLAN. *Please indicate which objectives and goals are being addressed by project for which you are requesting funds.* Listed are goals applicable to ESG projects that have been identified by the HCP Consortium Homeless Strategic Plan. See HUD Consolidated Plan 2010-2014 for more details.

#19 MATCHING PROJECT GOALS AND OBJECTIVES TO REGIONAL AND NATIONAL GOALS. *Please indicate which objectives and goals are being addressed by project for which you are requesting funds.* Listed are goals applicable to ESG projects that have been identified in the SNRPC 10 Point Plan, the 2010 revised Help Hope Home Implementation Schedule, and also the Federal Plan to End Homelessness. There may be some overlap with some items listed under the last question. See Help Hope Home website for more details at: helphopehome.org (click on The Plan, then Goals).

#20 PROJECT IMPACT AND ACCOMPLISHMENTS *Provide a description of project accomplishments over the past three years.* If project is new indicate this in your answer. HUD requires information relative to the number and characteristics of participants who will benefit from this funding allocation. Data based on your estimates will be provided in the application submitted to HUD. Describe the accomplishments this project (or, if project is new, your agency) has achieved for the past three years. Include the degree to which objectives were met. Include the number of clients with "successful outcomes" served by the project in the past three years and a description of your program's definition of "successful outcome." Then, please note total number expected to be served this fiscal year, and percent attributable to these funds, if distinguishable.

#21- 24 THREE YEAR HISTORY OF SERVICES PROVIDED. *Provide more detail and quantitative information on project accomplishments for the past three years. If project is new indicate this in your answer.* These questions are separated by category type (projects operating a shelter, providing essential services, homeless prevention, and rehabilitation projects).

Items #21-24, THREE YEAR HISTORY OF SERVICES PROVIDED

#22 Answer only if your project provides shelter, otherwise type, N/A.

#23 Answer only if your project provides essential supportive services, otherwise type, N/A.

#24 Answer only if your project provides homeless prevention services, otherwise type, N/A.

#25 Answer only if you are requesting funds for rehabilitation, renovation, or conversion of a shelter, otherwise type, N/A.

#25 MAINSTREAMS BASIC TRAINING. *For agencies providing supportive services, type in how many times in the past year staff directly involved with your project has attended the listed workshops.*

Clark County Social Services coordinates free monthly workshops entitled Mainstream Programs Basic Training, designed to train front-line staff (i.e., case workers, information and referral staff, other staff who have contact with clients) on the existing system of services and programs available to help all low-income and disadvantaged Southern Nevadans. Each Mainstream Program Basic Training (MPBT) session brings together representatives from all mainstream services related to a particular topic. There are five "core" topics (Income Supports, Employment Services, Health Care, Legal Services, and Housing Resources) and five "subpopulation" topics (Addictions & Mental Health, Families with children, Chronically homeless, Youth, and Seniors). Training staff from each of the mainstream programs such as Welfare, Department of Employment, Training and Rehabilitation, Medicaid, Public Housing Authorities, and more discuss the client benefits and eligibility criteria. **Having front-line staff attend the MPBT Trainings is a requirement for programs receiving federal Continuum of Care funds, and is strongly encouraged for all programs serving the homeless and low-income.** Investing the four hours per month of free training in your front-line staff is a good way of demonstrating that your agency ensures that clients will be assisted to obtain the benefits they may be eligible for.

- The MPBT workshops are regularly scheduled for the 4th Wednesday of the month, from 1:00 – 5:00, most often in the Pueblo Room of the Clark County Government Center (500 Grand Central Pkwy, Las Vegas, NV 89106).
- Contact the Office of Regional Homeless Coordinator to obtain a copy of the schedule of workshops and their locations: 455-5832 or mhf@co.clark.nv.us.

#26- 27: COLLABORATION AND REGIONAL EFFORTS. *Complete this section.* If your agency has not attended any of the SNRPC Committee on Homelessness meetings that meet at the Board of County Commissioners at the Clark County Government Center or the Project Homeless Connect event, indicate N/A for question #27. However, there are other regional/community efforts that have not been listed in this question. If your agency is involved in any other regional/ community efforts explain this in #27.

#28 HMIS information *Provide an average of your HMIS data quality rate and also an average of your bed utilization rate for the program for which you are requesting funds for, over the last year (September 2010-September 2011).* If your agency is a domestic violence provider type in DV provider and N/A. If the project is new and there is no HMIS history indicate that this is a new project and if possible give the HMIS data quality rate and utilization rate for the closest related project within your agency.

#29 CHECK LIST for ALL APPLICANTS

Please carefully review this section and check that all required documents have been uploaded. (See required documents section of application). Note to "renewal" applicants, there are new requirements which includes the Non-Profit (Charitable) Registration Certificate (this must be obtained through the Business License Department at Clark County contact either Allison Gigante at 455-3584 or Karyn Keehr at 455-3924). The Project Performance Outcomes Chart, Detailed Budget & Proposed Revenue and Leveraging document, and Application Certification were previously a part of the MS Word application in the past. This year these documents need to be uploaded as part of your application on zoomgrants.com.

#30 CHECK LIST FOR NEW APPLICANTS

Please carefully review this section and check that all required documents have been uploaded. (See required documents section of application). These are required in addition to the documents listed in question #29.

#31-37 NON-PROFIT ORGANIZATION INFORMATION

These items are a reminder and snapshot of the expectations and requirements needed from applicants if they are selected to be funded.

List of Required Documents:

FOR ALL APPLICANTS (Submit Documents 1-9):

1. Board of Directors and Advisory Board lists (include addresses)
2. Disclosure of Ownership form (fill out downloadable attachment)
3. Compensation Disclosure form (fill out downloadable attachment)
4. Financial Accountability documents must be submitted by agencies in accordance with federal and County policies. Audits may not be older than FY2009. Applicants must submit one of the following with their application:
 - a. The most current single audit in compliance with OMB Circular A-133 (applicable to agencies expending \$500,000 or more in Federal funds for that reporting period); OR
 - b. A copy of your organization's most recent audited financial statements for expenses of \$100,000 up to \$499,999; OR
 - c. Provide a letter stating that your agency expended less than \$100,000 of Federal funds during that reporting period AND a copy of your unaudited financial statements and/or Profit & Loss statement sheet.
5. Proof of current good standing with the Secretary of State's Office, this may be a receipt from the Secretary of State's Office or a print-out of the agency's standing from the Secretary of State's website
6. Non-Profit Registration Certificate (file through the Clark County Business License Department and provide a copy)
7. Project Performance Outcomes Chart (fill out downloadable attachment)
8. Detailed Budget & Proposed Revenue and Leveraging document (fill out downloadable attachment)
9. Application Certification (fill and sign out downloadable attachment)

For SOME applicants, IF APPLICABLE, complete and submit:

Copy of Fee Schedule, (include if any fees are charged to clients/beneficiaries)

Copy of the Articles of Incorporation, ONLY if they have been amended in the past year

FOR NEW APPLICANTS If your organization has not received funds from Clark County in the past three years, you MUST also submit:

- A. Proof of nonprofit status, as registered with the Internal Revenue Service (IRS), listing Tax Identification number (IRS Letter).
- B. A copy of the organization's By-Laws
- C. A copy of the Articles of Incorporation
- D. A spreadsheet reflecting a three-year funding history

Additional Instructions for Required Documents 7, 8, and 9:

Document 7: PROJECT'S OUTCOME PERFORMANCE MEASURES Chart

The Government Performance and Results Act (GPRA) of 1993 requires that all Federal agencies establish goals and objectives and measure the achievements of the funding programs they administer. GPRA directly links Congressional decision-making on program spending to the effectiveness and efficiency of Federal programs. To meet its obligation to assess its program performance, HUD requires grantees (and their subrecipients) to provide information on their achievements and investments using a unified set of Objectives and Outcomes, as delineated in its Outcomes Performance Measurement System, as detailed in Attachment C. The County is responsible for monitoring the subrecipient's progress towards achieving these Outcomes, and therefore wants applicants to establish measurable objectives and submit monthly progress reports.

Attach to application OUTCOME PERFORMANCE MEASURES document found in documents requested section at the end of this application. Describe the specific benefits or improvements experienced by the homeless individuals participating in your program. Complete the chart to describe the most significant outcome(s) the project is expected to accomplish in Fiscal Year 2012/2013.

#Outcomes: Outcomes are not the products for the agency, but the benefits for the participants. What will be the benefits for the client? How will this client's life or situation change, as a result of this project? Why is this project being done? Examples of outcomes include children receiving quality care in a safe environment, # of households prevented from unnecessary homelessness; achieving a higher grade or reading level due to a tutorial program, etc.

Major Tasks: Outline the major tasks/activities to be conducted by this project to ensure this outcome (e.g. client outreach; needs assessments; job training; vouchers issued for licensed child care; case management; life skills classes; etc.)

Outputs: Quantifiable products of the tasks, e.g. # of clients recruited, # of clients enrolled in mainstream services in the community, # of clients trained, # of children enrolled in program, etc.

Outcome Measurement: How will you measure the outcome? Will you perform pre and post tests? Will there be some observable difference? What follow-up/tracking will be provided to ensure outcomes are met? How will the project's impact on participants be evaluated?

Outcome Example Describe how participants will benefit and how many are expected to realize this outcome.	
<i>Return 60 homeless families to self-sufficiency within eight months</i>	
Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
<i>Place 85 homeless families in T.H. units</i>	<i>Ends homelessness temporarily; stabilization</i>
<i>Case Management</i>	<i>Obtain employment & benefits</i>
<i>Provide financial assistance w/ work cards, transportation, child care, etc.</i>	<i>Remove obstacles to self-sufficiency</i>
Outcome Measurements: Describe evaluation tools, methods, and benchmarks to measure achievements of this outcome.	
<i>Upon exiting program, 70% of participant families will have stable income (employment, benefits, child support, etc.) and move into housing that costs less than 48% of income. Client Exit Interview will reflect income amount and sources, as well as housing destination.</i>	

Outcome Example Describe how participants will benefit and how many are expected to realize this outcome.	
<i>Provide rental assistance and other support services to prevent the unnecessary homelessness of 110 households.</i>	
Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
<i>Conduct Needs Assessment and Create Plan of Action with households applying for assistance</i>	<i>Households will be informed of, and signed up for, benefits they were previously unaware of.</i>
<i>Provide financial assistance and other services to ensure household retains housing</i>	<i>Immediate prevention/delay of homelessness</i>
<i>Follow-up with household in three months to ensure continued stability and to re-examine the Family Care Plan of Action</i>	<i>Ensure that homelessness has been prevented and not just postponed</i>
<p>Outcome Measurements: Describe evaluation tools, methods, and benchmarks to measure achievements of this outcome.</p> <p><i>Intake application will note other benefits the household is currently receiving before assistance, family budget worksheet will reflect minimum payments due to continue vital household functions such as housing, utilities, child care, transportation to/from work, etc. and how agency assistance will meet gap between current income, expenses and next cycle of income and expenses of the household. A Client Evaluation letter issued to the assisted household in three months will determine continued stability; if no reply, a follow-up telephone survey of landlord will determine outcome of residential stability.</i></p>	

Please note, to facilitate the proper designing and measuring of objectives and outcomes, all project-management staff of all funded programs must attend at least 6 hours of training on Project Evaluation and/or Measuring Program Outcomes each year. You may want to consider the costs of this training in your funding request.

Document 8: DETAILED BUDGET, REVENUE, AND LEVERAGED RESOURCES

a) PROPOSED PROJECT BUDGET

Please indicate the entire cost of the project as well as those portions where these funds will be used to pay specific costs. Failure to provide both the full cost of the project and the requested funds amount may result in your application being pulled from consideration.

Please review the Glossary (Exhibit 2), to assist in determining the category in which to place a project cost. As a general guideline, the Renovation/Major Rehabilitation or Conversion category relates to costs associated with any physical modification of a building so that it can safely shelter homeless individuals, including labor, materials, tools, and other costs of improving buildings other than minor or routine repairs. Please note, however, that if ESG funds are used for *major* rehabilitation or conversion, the affected building must be maintained as an emergency shelter for at least ten years. In the case of assistance involving any rehabilitation other than major rehabilitation or conversion, the building must be used as an emergency shelter for at least three years. There will be no assurance of continued federal or local funding to assist with the operational costs during that period.

The Shelter Operations category includes all costs associated with keeping the shelter/housing facility clean, safe, and sanitary for client residents. Operational salaries and benefits are limited to not more than 10% of the grant allocation; there is no limit, however, on salaries and benefits related to Security and Maintenance duties. Administrative salaries and benefits are limited to not more than 5% of the grant allocation. The Supportive Services category includes all costs associated with improving an individual's or household's ability to regain stability and self-sufficiency. Any application solely requesting funds for this type of activity will be NOT be considered for funding.

The Homeless Prevention category includes only payments to third-party landlords for rent, late fees, deposits, or utility payments – never to exceed the equivalent of three months. The staff salaries necessary to assess and distribute rental assistance (Homeless Prevention) services is considered a supportive services activity.

BUDGET LIMITATIONS: all amounts should be rounded up to the nearest dollar. Fundraising activities may not be charged against these federal funds, nor shall any member of the Board of Directors be paid as staff. Staff Salaries and Fringe can only be charged against this grant in relation to the time spent on direct program activities, such as supervision, security or maintenance for facilities used by this program, case management of covered clients, etc. Time Sheets denoting amount of time spent on a project's activities and indicating to which grant source(s) these costs are to be charged are required before reimbursement of staff salaries will be approved. Please Note: No Executive Director may charge 100% of her/his time to any Federal Funds, per HUD regulations and OMB Circulars. Executive Directors may only charge time spent on direct program benefits, such as Case Management, Class Instruction, Supervision of Case Managers, etc. Program administration and fundraising activities may not be charged against Federal Grants. Per IRS rules and regulations, staff must have all proper taxes and deductions subtracted from their checks; agency staff are not to be considered as consultants or independent contractors. Office supplies may not exceed \$450 per staff member. Per OMB Regulations, costs of amusement, diversion, social activities, ceremonials and costs related thereto are not allowed.

b) BUDGET JUSTIFICATION

For each item where a portion of the cost will be paid for with these funds, indicate the method used to determine the funding request, identifying budget line item, what unit of measurement is used, cost per unit, number of units and total costs to be charged to this budget.

c) PROPOSED REVENUE SOURCES

Indicate the proposed revenue sources for this project. Private contributions and in-kind services dedicated to the project should be reflected in the "Private Contributions" line. Please note, the "Total Project Revenues" should equal or exceed the "Total Project Cost."

d) LEVERAGED RESOURCES: because government grant sources rarely fully fund any project, leveraging is very important in the application process. Leveraged Resources consist of firm commitments of funds from another source that will be expended *if* the project takes place because it receives gap funding from this local government process. Leveraged Resources also include other resources – financial and in-kind – that will be available to support the project's goals once implemented. This may include client fees, donations of goods and services for clients that your agency or the client would otherwise have to pay, or volunteer hours dedicated.

Document 9: APPLICANT CERTIFICATION

Please have the authorized representative of your Board of Directors sign and date the application.

By signing the Applicant Certification, you are certifying that the governing body of your organization has duly authorized the application for these federal funds. In addition, you are certifying that your organization:

- a) Has the institutional, managerial, and financial capacity (including cash reserves to cover up to three (3) months of program operations) to plan, manage and complete the program as described in this application, and
- b) Will administer the grant in compliance with ESG Regulations, 2 CFR 215 – Uniform Administrative Requirements for Grants ... with Nonprofit Organizations (formerly OMB Circular A-110), and 2 CFR 230 – Cost Principles for Nonprofit Organizations (formerly OMB Circular A-122).

Once all proposal/application questions have been answered and all required and applicable documents have also been uploaded, your application should be ready for on-line submittal.

A technical assistance workshop is scheduled for November 8, 2012. Please R.S.V.P. by contacting Sandra if you plan to attend.

If you have any questions regarding the application please contact Sandra at 455-5025 or sandrav@clarkcountynv.gov

APPLICATION DEADLINE: Tuesday NOVEMBER 22, 2011 due by 3 PM

EXHIBIT 2: GLOSSARY

DEFINITIONS APPLICABLE TO FEDERAL FUNDS FOR HOMELESS PROGRAMS

The guidelines and definitions detailed below will govern the activities funded with Clark County's Federal Funds for Homeless Services. Projects approved for funding are expected to perform each activity as it is defined in this Definitions Applicable to Federal Funds for Homeless Programs, although they may not be explicitly added to the resolution to the grant funds.

Access or any of its derivatives typically refers to the ability of the client population to make use of services. It refers to time (after-hours or weekends), place (conveniently located, or field-based), and language of workers.

Actively Link to Community Services describes projects or case workers who go beyond Information & Referral (I&R) services by assisting clients to make application for services, and insuring that once deemed eligible, the client is assisted to remain eligible (e.g., provide monitoring of job searches, assist client to attend required appointments, advocate for client, etc.)

Administrative Costs include the costs associated with accounting for the use of grant funds, preparing reports for submission to the County or to HUD, obtaining program audits, and similar costs related to administering the grant after the award. Agencies wishing to apply for Indirect Costs must submit an approved Indirect Cost schedule.

Affordability is one of three Outcome measurements used in the HUD CPD Performance Measurement System. Affordability applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure, or services such as transportation or day care. Affordability is an appropriate outcome whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a subsidized day care program that provides services to low- and moderate-income families at lower cost than unsubsidized day care. Homeless prevention activities should be captured under the affordability outcome, since they typically help persons pay for or better afford their current housing while they experience a temporary crisis.

Assessment refers to a process of determining a client's specific strengths and challenges. It is a necessary step in designing an individualized client service plan.

Availability / Accessibility is one of three Outcome measurements used in the HUD CPD Performance Measurement System. Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to homeless, low- and moderate-income people where they live. Emergency and transitional shelter are best reflected by the availability/accessibility outcome, since the goal of such activities is to make shelter available to low-income persons who otherwise would not have it. Likewise, homeless individuals and families face multiple barriers when trying to access mainstream supportive services. As a result, supportive services funded through CDBG or ESG typically reflect an access or availability issue.

Basic Needs means those physiological needs such as hunger, thirst, bodily comforts, etc. associated with the lowest level of human need on Maslow's Hierarchy of Needs.

Case Management remains a loosely defined service, but generally includes a majority of the following functions:

- Outreach and client identification: to attempt to enroll clients not using normal, or regular mainstream services
- Assessment: to determine a person's current and potential strengths, weaknesses and needs
- Planning: to develop a specific, comprehensive, individualized treatment and service plan
- Linkage: to transfer clients to necessary services and treatments provided in the community
- Monitoring: to conduct ongoing evaluation of client progress and needs
- Client Advocacy: to intercede on behalf of a specific client or a class of clients to ensure equity and appropriate services
- Direct Service: provision of clinical services or financial assistance to overcome barriers
- Crisis Intervention: assisting clients in crisis to stabilize through direct interventions and mobilizing needed supports and services
- System Advocacy: intervening with organizations or larger systems of care in order to promote more effective, equitable, and accountable services to a target client or group
- Resource Development: attempting to create additional services or resources to address the needs of clients
- Discharge Planning: implementing many of the above functions again to help client plan to transition from one type of setting or service program to another.

Child Care Subsidy can be in the form of financial assistance with all or a portion of the costs of the care of dependent children in a safe environment by a provider of the parent's choice.

Chronically Homeless Person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four episodes of homelessness in the past three (3) years. Disabling condition is defined as "a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions."

Chronically Homeless Family is defined as a family unit that has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years.

Committee on Homelessness (CoH) is the Committee which oversees regional homeless activities, under the auspices of the Southern Nevada Regional Planning Coalition (SNRPC). The Committee coordinates housing and service programs, assesses current needs and gaps in services to the homeless, works with the United Way to fund projects and services, coordinates case management services with Southern Nevada Adult Mental Health, Clark County and non-profit groups, and, identifies and applies for competitive homeless-related federal, state and local grants.

Consolidated Plan (a.k.a. ConPlan) is the long-term housing and community development plan developed by state and local governments and approved by HUD. The Consolidated Plan contains information on homeless populations and should coordinate with the CoC Plan. The ConPlan must be prepared in accordance with the requirements set forth in 24 CFR Part 91 which describes community needs, resources, priorities and proposed activities to be undertaken under certain HUD programs, including CDBG and ESG.

Continuum of Care (CoC) Funding is a collaborative funding approach that helps communities plan for and provide a full-range of emergency, transitional, and permanent housing and service resources to address the various needs of homeless persons. On the local level, the SNRPC Committee on Homelessness designs and implements the continuum of care for Southern Nevada.

Continuum of Care Plan refers to the regional plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and self-sufficiency. The

plan includes components to prevent homelessness, end homelessness, and prevent the return to homelessness. This CoC Plan is endorsed by the SNRPC Committee on Homelessness, and implemented by the Office of the Regional Homeless Coordinator.

Decent Housing is one of three Objectives of HUD CPD funding (CDBG, ESG, HOME, and HOPWA) and refers to a wide range of housing activities that are generally undertaken with HOME, CDBG or HOPWA funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environment. Homeless prevention activities should be reported under the decent housing objective, since the goal of most prevention activities is to help individuals or families preserve their housing and/or make it more affordable while the individual or family is experiencing a temporary crisis. Permanent supportive housing programs that target assistance to homeless persons will generally be reported under decent housing, regardless of activity type (tenant-based rental assistance, acquisition, rehabilitation, or new construction of rental housing, etc.). Note that shelter or transitional housing is not considered housing, and therefore should not be reported under decent housing.

Disability is either of the four definitions:

1. defined in section 223 of the Social Security Act (42 U.S.C. 423); or
2. having a physical, mental, or emotional impairment that (a) is expected to be of long-continued and indefinite duration; (b) substantially impedes an individual's ability to live independently; and (c) is of such a nature that such a disability could be improved by more suitable housing conditions;
3. A developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 15002);
4. The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiological agent for AIDS.

Direct Financial Assistance is the provision of financial assistance, in the form of voucher promise-to-pay or issuing cash or check, on behalf of a client. Paying a debt owed or fee for services for a client with the goal of removing a barrier to the client's stability and self-sufficiency. All such financial assistance shall be paid to a third party; under no circumstances can County funds be used to provide cash up-front or to reimburse the client household directly.

Discharge Planning includes implementing many of the case management functions specifically to help a client plan to transition from one type of setting or service program to another and connecting the client to appropriate community resources to ensure stability once discharged or placed.

Domestic Violence (DV) is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Economic Opportunity is one of three Objectives of HUD CPD funding (CDBG, ESG, HOME, and HOPWA) and applies to activities related to economic development, commercial revitalization, or job creation. The objective of "Creating Economic Opportunity" is unlikely to be used for housing or homeless services supported with CDBG, ESG or HOPWA funds.

Emergency Shelter programs are defined as those that have minimal entry criteria, include time limits (varies by agency – but duration is typically less than 90-120 days), are located in a structure offering protection from the elements, provide restroom facilities and drinking water, are supervised and offer

appropriate lighting/cooling and proper ventilation. Generally, one hot meal is served, and no fee is required. Emergency Shelter can include beds, units, temporary spaces, or vouchers to motels that are available to meet the emergency housing needs of persons and families who would otherwise be living on the streets. Emergency Shelter does not include the programs and services that meet the definition of prevention, transitional housing or permanent housing. Emergency shelter can be further defined in the following manners:

- Overflow: number of mats, beds or spaces that are temporarily made available in an existing program;
- Off-Site Lodging: hotel or motel arrangements (apartments, if used in place of a motel or hotel);
- Shelter: structure that contains units or beds to meet the needs of emergency housing;
- Seasonal: emergency shelter that is available during high-demand periods and closes during low-demand periods;
- Low-Demand: shelters (usually short-term Emergency Shelters) that have few, if any, behavior or conduct requirements. These shelters focus on providing a safe, secure, violence-free place for homeless individuals to escape the outdoor elements and the uncertainties of life on the streets or in the desert encampments.

Employment Services include education related to job skill development, on the job training, referral, job placement, sheltered workshop, job coaching/shadowing, employment testing, employment evaluation, as well as direct financial assistance in obtaining employment-related documentation, licenses, certifications, or other items necessary for a person to accept employment. Corrective dental and eye care that is needed to improve a person's employability may also be considered an eligible expense.

Former Foster Care Youth refers to youth and young adults who exited the foster care system. Some of these young adults are unprepared to live independently and to retain housing stability. These former foster care youth are eligible for expanded financial assistance and case management funded by the 2003 Nevada State Legislature (AB94) as administered by the Child Focus, 1771 E. Flamingo Rd, Suite D-241; 893-1627. Services offered to former foster care youth with Clark County Federal Funds for Homeless Programs must be complementary to – and not replace – any service available through the AB94 funding.

Gateway Transitional Housing refers to transitional housing for persons who need short-term (2 to 6 months) of supportive housing in preparation for living in permanent housing.

Goals of the McKinney-Vento Act refers to the three primary goals of all HUD-funded homeless projects; namely, to support programs and services that help homeless persons (1) achieve residential stability, (2) increase their skill levels and/or income, and (3) obtain greater self-determination.

Grassroots Organization is an organization that is headquartered within Clark County and (1) has a social service budget of \$300,000 or less which does not include salaries and expenses not directly expended in the provision of social services, or (2) has six or fewer full-time equivalent employees. Local affiliates of national organizations are **not** considered "grassroots".

Greater self-determination refers to increases in the influence that participants have on decisions that affect their lives. Those increases may result from such actions as involvement in the development of his or her individual housing and supportive services plan (including developing personal goals), participating in resident advisory council meetings or other involvement in the development of program rules and procedures, involvement in program implementation through such activities as employment and volunteer services, and choice in selecting service providers.

HMIS Data Quality Standard refers to the number (or percent) of client records created in the HMIS that are complete and accurate. The Data Quality Standard for Fiscal Year 2012/2013 is set at 90% accuracy or

better. This means that no more than 10% of the client files created by your agency in the HMIS system can have inadequate, inaccurate, or incomplete data entered for the client. To achieve a higher data quality rating, agencies must complete all data fields on all clients entered into the HMIS system. The data entered into the data fields must be accurate and complete, which is tested each month by the HMIS Coordinator and reported to the Community Resources Management Division staff, the Regional Homeless Coordinator and participating agencies.

Homeless Management Information System (HMIS) is a computerized data collection tool specifically designed to capture client-level system-wide information over time on the characteristics and service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community's system of homeless services. An HMIS is not a stand-alone, program-specific database. All projects funded with Clark County Federal Funds for the Homeless must participate in Southern Nevada's HMIS system by inputting data on all clients served by CCFFH-funded projects. Agencies may apply to be a user on the Miner-HMIS system by contacting Robert Herdzyk, HMIS Program Coordinator at 614-6690. For more information on the Miner-HMIS system or the participation requirements, contact the Regional Homeless Coordinator at 455-5832.

Homeless Person means an individual or family who lacks a fixed, regular, and adequate nighttime residence, and includes those who sleep in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings, on the street; or
- In an emergency shelter; or
- In transitional or supportive housing (for homeless persons who originally came from the streets or emergency shelter); or
- Is being evicted within a week from a private dwelling unit **and** no subsequent residence has been identified **and** the person lacks the resources and support networks needed to obtain housing without assistance; or
- Is being evicted within a week from a private dwelling unit **and** no subsequent residence has been identified **and** the person lacks the resources and support networks needed to obtain housing **or** their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Is fleeing from a domestic violence situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing [www.hudhre.info]

Housing First is a Best Practice model and the approach adopted by the SNRPC Committee on Homelessness for Southern Nevada's continuum of care plan. This approach rests on two premises: 1) the central goal is direct placement into permanent housing for those who are currently homeless, and 2) the provision of appropriate individualized services (may include mental health and/or substance abuse treatment) are offered via follow-along services after housing placement to ensure long-term housing stability.

Housing Search / Placement Services includes recruitment of housing units for homeless clients, site monitoring, mediation between landlord and tenant, tenant rights and responsibilities education, intake and evaluation of clients to determine eligibility for specific housing programs and providing the means to access

housing (such as financial or other resources), assist in completing housing applications, and advocacy or intervention with landlords or public agencies to facilitate a client's application and placement. This may include positions such as: Housing Recruiter, Housing Harvester, Housing Specialist, etc.... where individual persons are responsible for part or all of the functions mentioned above.

HUD (U.S. Department of Housing and Urban Development) is the federal agency tasked by Congress to oversee these Emergency Shelter Grant funds, among others. HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships – particularly with faith-based and community organizations – that leverage resources and improves HUD's ability to be effective on the community level.

In-Kind Contributions generally are defined as the fair-market value of non-cash contributions provided by non-federal third parties. This can include the value of personnel, space, travel or other operating expenses provided by outside parties at no cash cost to the grant recipient.

Increased Skill Level and/or Income refers to the resources needed to enable persons to live as self-sufficiently as possible. For many homeless persons, this involves actions to bridge the gap between current income and the cost of living. The gap could be closed through employment, a higher-paying job, or access to entitlement benefits. The likelihood of obtaining a job, or a higher-paying job, could be enhanced through job or skills training, or enrolling in GED or higher education courses. For homeless persons with mental or physical disabilities that are so severe as to rule out outside employment, the goal of increased skill level and/or income may involve actions to increase self-sufficiency in other ways (e.g., life skills training, increased income through employment within a project, or increased income through access to entitlement benefits). For others, it may just consist of ensuring the household enrolls for all public, income-support programs it is eligible for, such as food stamps, child support enforcement, child care subsidies, Medicaid, Medical Card or Nevada Check-Up, or Social Security Survivor's Benefits.

Indicators are the measurable elements of the service that tell whether an outcome is occurring. An indicator can be a direct or indirect measure (proxy) and often a set of indicators is used to measure an outcome. A key characteristic of an Indicator is that it is measurable, or count-able, and can be compared to indicators measured or counted earlier or later in a process. Please see HUD CPD Outcomes System Tab for further details.

Information & Referral (I&R) Services is typically provided by all agencies and programs serving the homeless. I&R is providing individuals or families with lists of agencies and contact information for various services or needs. Programs receiving CCFFH funds are expected to distinguish in their monthly reports between clients receiving case management services and those receiving only I&R services.

Intensive Case Management describes a more intensive and comprehensive level of case management as defined above. Intensive case management requires a higher level of commitment of an agency's and case worker's resources and time, and the majority of activities typically occur with the client in the field.

Leveraging is a written commitment documented on letterhead stationary, signed and dated by an authorized representative of the partner agency, and must contain the following elements: (a) the type of contribution (e.g., cash, child care, substance abuse treatment, etc.); (b) the value of the contribution; (c) the name of the project and its sponsor organization to which the contribution will be given; AND (d) the date the contribution will be available.

Life Skills are usually taught through education and training on: hygiene, time management, parenting, financial literacy, health and wellness, job readiness, job retention, transportation, communication, cooking and nutrition.

Low-Demand Shelter is a term used to describe shelters (usually short-term Emergency Shelter) that have few, if any, behavior or conduct requirements. These shelters focus on providing a safe, secure, violence-free place for homeless individuals to escape the outdoor elements and the uncertainties of life on the streets or in the desert encampments. Low-demand shelters address the first two levels on Maslow's Hierarchy of Needs as a first step to encouraging homeless individuals to aspire to achieve the other levels.

Maslow's Hierarchy of Needs lists human needs in this order: Physiological needs (food, water, air); Safety needs (shelter from cold, rain, snow); belongingness needs (friends, family, community); Esteem needs (a job, appreciation, a title); Self Actualization needs (reaching one's creative potential, philosophy).

Maintenance of Effort (MOE) refers to contributions or expenditures to an existing program for which grant funds will not be used to supplant the current, or other specified, expenditure level. In other words, the amount of funding an agency committed from its unrestricted sources to support the project before it started receiving these grant funds.

Mainstream Services are primarily government-funded programs that provide services, housing and/or income supports to poor persons, whether homeless or not. They include programs providing welfare, health care, mental health care, substance abuse treatment, veterans assistance, housing subsidies, and employment services.

Match (Cost Sharing) is required for the Emergency Shelter Grant at a ratio of 1:1. Matching funds are required from local, state, private or, in some cases, federal resources. Documentation of the match requirement must be maintained in the grantee's financial records on a grant-specific basis.

Medical Care includes an assessment, diagnosis, and treatment focused on the health of an individual and may involve referral, medication, and assistance in obtaining said services. Medical Care requires licensed personnel (such as APN, MD, or RN).

Mental Health Care includes a crisis intervention, assessment, therapy, and diagnosis focused on the mental and emotional health of an individual and may involve referral, medication and assistance in obtaining said services. Mental Health Care requires licensed personnel (such as LCSW, Psychiatrist, MFT or MD)

McKinney-Vento Act is the federal authority for billions of dollars supporting hundreds of programs targeting the special needs of homeless individuals in all the federal Departments. First authorized in 1987, the Act (PL 100-77) has been re-authorized and amended to include a greater emphasis in the development of permanent housing for homeless persons.

Mobile Crisis Intervention is intervention work performed in the field, providing needed intervention, assessment, treatment referrals, transportation, and other related services to address the immediate crisis facing those in need. Mobile outreach teams will respond quickly to emergency actions by local municipalities and provide coordinated outreach efforts to homeless individuals in response to interventions and clean up efforts. These teams may also respond to requests for assessment and make recommendations regarding interventions at homeless encampments.

Non-Profit Organization means an organization described in 26 U.S.C. 501(c) that is exempt from taxation under subtitle A of the Internal Revenue Code. A non-profit organization is eligible to apply for funds from Clark County if it has an adequate accounting system, a voluntary board, and practices nondiscrimination in the provision of assistance.

Objective means different things in different contexts, and has meant something different in past County applications. For the purpose of all HUD funding, "objective" will now refer to one of three overall Objectives of HUD CPD funding, to provide or foster: (1) Suitable Living Environment; (2) Decent Housing; and (3) Economic Opportunity. These objectives were designed by HUD to reflect the common ways that local

governments work to achieve our local goals with these federal funds. Please see HUD CPD Outcomes System Tab for further details.

Older Homeless Youth refers to young adults aged 18 – 21 years who are unable to return to their homes. Oftentimes, Older Homeless Youth include Former Foster Care youth as well as other young adults for whom traditional emergency shelters are not appropriate due to maturity, physical limitations or developmental delays. This definition is consistent with the U.S. Department of Health and Human Services program guidelines for serving homeless and runaway youth.

Operating Costs means the costs associated with the day-to-day operation of the shelter or supportive housing facility and includes payment for shelter management (including salaries), maintenance, operation, supplies, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings.

Outcomes show how a project benefits the community or people it serves; or, stated another way, *how is the person or community changed as a result of the activity of the project?* One chooses an outcome based on the purpose for the activity; it may help to answer the question *“Why would the County fund this activity?”* The Outcome is designed to capture the nature of the change or expected result of the objective that the project seeks to achieve. It is possible that a particular project activity could be categorized in different ways, depending upon the intent. Please see HUD CPD Outcomes System Tab for further details. For the purpose of all HUD funding, “outcomes” will now refer to one of three overall Outcomes of HUD CPD funding: (1) to Improve or Increase Availability or Accessibility; (2) to Improve Affordability; or (3) to Improve Sustainability. To elaborate,

Availability/Accessibility: makes basic needs available to homeless or low-income persons;

Affordability: makes an activity more affordable for homeless or low-income persons;

Sustainability: using resources in a targeted manner or area to help make that area more viable.

Outcome Performance Measurement System is a new initiative by the U.S. Department of Housing and Urban Development, implemented in Fiscal Year 2007. The goal of the Outcome Measurement System is to help explain how CDBG or ESG funds make a difference in people's lives, and to comply with several Congressional or Presidential initiatives attempting to link budget decision-making with performance results. HUD has designed a system that all HUD-funded projects are to utilize, in an effort to gather common outcomes that can be nationally aggregated. Please see HUD CPD Outcomes System Tab for further details.

Outreach Services are offered outside the office environment, typically in the streets, deserts, parks, or other areas where the homeless congregate. Services include information about and transportation to services available in the community that can meet the needs of the individual. Common examples include Street Outreach, Mobile Units or Law Enforcement responses.

O.U.T.R.E.A.C.H. Project is a unique multi-agency initiative providing comprehensive, coordinated services for individuals and families who experience chronic homelessness. Participating agencies include HELP of Southern Nevada; Straight from the Streets; Mojave Adult, Child and Family Services; US Vets-Las Vegas; the Center for Independent Living; and The Salvation Army. Other agencies collaborating with the effort include Jewish Family Services, providing food baskets and other basic needs; Nevada Health Care, Inc. using federal Health Care for the Homeless funds. Services provided include intensive street-based outreach, housing for eligible individuals and families who have co-occurring disorders, substance abuse counseling, mental health treatment, primary care and/or medical care, dental and vision services, food baskets, child care assistance, and other services needed to remove the chronically homeless individual or family off the streets and into an increased level of stability and safety.

Performance Assessment Rating Tool (PART) is a review of federal funding programs conducted by the Office of Management and Budget (OMB). The PART assesses each Congressionally-allocated funding program for Program Purpose and Design, Strategic Planning, Program Management, and Program Results, with the latter accounting for 50% of the PART Score.

Prevention of Homelessness means activities or programs designed to prevent the incidence of homelessness. Activities may include, but are not limited to, the following:

- Short-term subsidies to defray rent or utility arrearages for individuals or families that have received eviction or utility termination notices;
- Security deposits and first month's rent to permit a homeless family to move into permanent housing, or an at-risk household to move into housing that is affordable to them;
- Mediation programs for landlord-tenant disputes;
- Legal services for the representation of indigent tenants in eviction proceedings;
- Payments to prevent foreclosure on a home; and
- Other innovative programs and activities designed to prevent the incidence of homelessness.

Financial assistance with rent may continue for a period not to exceed three (3) months, provided that the total of all financial assistance provided the household does not exceed the equivalent of three months of rent. Under no circumstances may the short-term subsidies of rent or utilities be used to support units or structures owned by the project sponsor, the grantee, their parent organization, a partnership of which the sponsor or grantee is a member, or any other related organization.

Private nonprofit organizations eligible to apply for CCFFH funds are those that ensure:

1. no part of the net earnings of which may inure to the benefit of any member, founder, contributor, or individual;
2. that has a voluntary board of not less than five (5) unrelated persons;
3. that has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles;
4. that practices nondiscrimination in the provision of assistance; AND
5. has all required licenses and certifications to do business in the State of Nevada.

Quality means the degree to which services and supports for individuals and populations increase the likelihood for desired housing and quality of life outcomes and are consistent with current professional knowledge.

Regional Homeless Coordinator is responsible for implementing the policies and decisions of the Southern Nevada Regional Planning Coalition's Committee on Homelessness. Shannon West, the Regional Homeless Coordinator, is housed at the Pinto Lane office of the Clark County Social Services and can be reached at 455-5832.

Renovation/Rehabilitation/Conversion of Building for Use as an Emergency Shelter

Emergency Shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

Conversion means a change in the use of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building before conversion. If such costs do not exceed 75 percent of the value of the building before conversion, they are to be considered rehabilitation and the three-year use requirement applies. The conversion of any building to an emergency shelter must meet local government safety and sanitation standards. For projects of 15 or more units where rehabilitation costs are 75 percent or more of the

replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Major Rehabilitation means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation. Major rehabilitation must meet local government safety and sanitation standards. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Rehabilitation means labor, materials, tools, and other costs of improving buildings, including repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvement through alterations or incidental additions to, or enhancement of, existing buildings, including improvements to increase the efficient use of energy in buildings, and structural changes necessary to make the structure accessible for persons with physical handicaps. Rehabilitation also includes the conversion of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation costs does not exceed 75 percent of the value of the building before conversion. Rehabilitation must meet local government safety and sanitation standards. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the accessibility requirements of the Americans With Disabilities Act of 1991, or where rehabilitation costs are less than 75 percent of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(b) concerning accessibility requirements of the Americans With Disabilities Act of 1991.

Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation. Renovations must meet local government safety and sanitary standards. In addition, for projects of 15 or more units where rehabilitation costs are less than 75 percent of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(b) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Value of the Building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the grantee.

Resident Services Coordination refers to apartment complexes or property owners who arrange for provision of basic services to help connect residents to needed assistance, to support stable tenancy. Staff can be an employee of the landlord/owner or the employee of a non-profit agency through a partnership agreement.

Residential Stability refers to access to, and length of stay in, stable affordable housing. Achieving residential stability involves not only the availability of affordable, permanent housing, but also the success of the program in addressing the problems that led to the person or household becoming homeless. Those problems may involve mental illness, substance abuse, physical disabilities, unemployment, or other factors.

SNRPC, or Southern Nevada Regional Planning Coalition was created by Interlocal Agreement in 1998 and is charged with undertaking regional collaboration efforts in Southern Nevada. The **SNRPC's Committee on Homelessness (CoH)** is tasked with identifying service gaps and priorities for local homeless services.

Screening usually refers to a process of determining eligibility and priority for services.

Self-Sufficiency means many things to many people. Healthy families are interdependent with extended family members, friends, fellow members of spiritual organizations and cultural and social groups, neighbors,

co-workers, businesses, social and civic organizations, schools, day care programs, health care providers, and others. There is no universally agreed upon standard of self-sufficiency, nor what elements need to be accounted for in such a standard. For the purposes of this grant application process, a self-sufficient individual or family ultimately lives with minimal, if any, public or private assistance.

Shelter refers to any type of agency-sponsored housing activity whereby the agency provides temporary housing accommodations for clients. Shelter activities may include Emergency Shelter where placement is based on the client's emergent need and duration is typically less than 90-120 days, or Program Shelter where placement is based on a client's emergent need and duration is contingent upon participation in a program (sobriety, work, or other), or Transitional Shelter where placement is based on a client's eligibility and appropriateness for the program and duration does not exceed 24 months. The term shelter encompasses buildings, facilities and accommodations paid for by the agency, thus including any apartment living arrangements provided by agency during participation in agency's program.

Subrecipients are non-Federal entity that expends Federal awards received from another entity to carryout a Federal program but does not include an individual who is a beneficiary of such a program. Subrecipients are governmental or private, non-profit organizations chosen by the grantee (the County) to undertake certain eligible CDBG, HOME, HPRP or ESG activities. Institutions of higher learning can be subrecipients. Subrecipients are also referred to as subgrantees.

Substance Abuse Care includes assessment, evaluation, diagnosis, treatment, aftercare, and may include medications. Requires licensed personnel (such as CADAC, LADC, LCSW, Psychologist, MFT or MD).

Supplant – HUD funds cannot be used to supplant (or, voluntarily substituted for or replacing) mainstream or other funding. If a project has been in providing services for some years and is now applying for County Federal Funds for Homeless Services for the first time, these CCFFHS funds must be used to support the expansion – either in number or quality – of services. If mainstream or other funding is lost by a project (not renewed, grant source changes focus, etc.) then the application should clearly address the loss and need for these CCFFH funds.

Supportive Services (also known as essential services) address the service needs of homeless persons, such as employment, health, drug abuse, or education, to help homeless persons meet three overall goals: (1) Achieve residential stability; (2) Increase their skill levels and/or incomes; and (3) Obtain greater self-determination. Staff costs associated with case management or provision of supportive services is considered a supportive service. Supportive Services may include, but are not limited to:

- Assistance in obtaining permanent housing
- Assistance in obtaining other Federal, State or local assistance, including but not limited to
 - Public assistance such as food stamps, TANF, medical cards, child support enforcement, child care subsidies, home energy assistance, etc.
 - Employment training and placement programs provided through the Nevada Department of Employment, Training and Rehabilitation or the Workforce Investment Act.
- Medical and psychological counseling and supervision
- Employment counseling
- Substance abuse treatment and counseling
- Other services such as child care payments, transportation assistance, job placement or job training

Limitations on using these HUD funds to provide supportive services: Grants may be used to provide a supportive/essential service, *only* if the service is a new service, or is a quantifiable increase in the level of a service. With rare exception, HUD funds cannot be used to supplant mainstream or other funding for these essential services.

Suitable Living Environments is one of three Objectives of HUD CPD funding (CDBG, ESG, HOME, and HOPWA) and refers to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or health services. Emergency Shelter or Transitional Housing is generally provided for the purpose of improving the living environment of the beneficiaries (who would otherwise be living on the street). Therefore, shelter rehabilitation and operations should be reported under the suitable living environment objective. Essential, supportive services such as case management, mental health or substance abuse treatment, child care, are best captured under the suitable living environment objective, since services are designed to address and improve the quality of life for the individuals needing the services as well as the communities around them.

Sustainability is one of three Outcome measurements used in the HUD CPD Performance Measurement System. Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them more livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods. It is important to note that "sustainability" is specifically tied to activities that are designed for the purpose of ensuring that a particular geographic area as a whole (such as a neighborhood) becomes or remains viable. It is targeted at supporting a specific physical location. Hence, while Homeless Prevention often results in a household sustaining their affordable housing and self-sufficiency, it would not be counted towards the CDBG/ESG/HOME efforts of sustainability.

Technical Assistance means the facilitating of skills and knowledge in planning, developing, and administering activities under the Clark County Federal Funds for Homeless Programs for entities that may need, but do not possess, such skills and knowledge.

Transitional Housing / Shelter means any program, the primary purpose of which is to provide temporary housing (lasting at least three months, but not to exceed 24 months) with supportive services used to facilitate the movement of homeless individuals and/or families to permanent housing. The supportive services may be provided by the organization managing the housing, or coordinated by them and provided by other public or private agencies. The admission process and criteria for transitional housing programs differ from emergency shelter programs in that transitional housing programs generally assess the prospective resident's appropriateness for the program and her/his willingness and capacity to adhere to program rules. The program rules, in turn, are designed to enhance the resident's self-sufficiency. Case management services are provided, as are other direct services designed to remove the obstacles individuals or families face when attempting to return to self-sufficiency.

Transportation is the method of arriving at a desired destination. For the most part, homeless individuals and families rely on the Citizens Area Transit public transportation system, but many still own cars. Homeless clients need a variety of assistance with transportation, including financial assistance (with bus passes or gas vouchers), repairs, or sometimes accompaniment. HUD is now asking HUD-funded projects to specifically address the mode of transportation clients will be assisted with while working to regain their self-sufficiency (bus passes, vanpool rides, or financial assistance for client-owned vehicles).

Victim Service Provider means a nonprofit, nongovernmental organization including rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs whose *primary mission* is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Per the amendment to the McKinney-Vento Homeless Assistance Program authorized in the Violence Against Women's Act of 2005, Victim Service Provider(s) are "not to disclose for purposes of a Homeless Management Information System personally identifying information about any client. The Secretary [of HUD] may, after public notice and comment, require or ask such [Victim Service Providers

receiving HUD funding] to disclose for purposes of a Homeless Management Information System non-personally identifying data that has been de-identified, encrypted, or otherwise encoded. Nothing in this section [VAWA Sec. 605, amending Section 423 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11383) shall be construed to supersede any provision of any Federal State or local law that provides greater protection than this paragraph for victims of domestic violence, dating violence, sexual assault, or stalking.”

Weekends typically refers to Saturdays and Sundays – the days most mainstream program services are not available. There exists a dire need for programs to offer supportive services on weekend days.

Young Adult is synonymous with Older Homeless Youth detailed above, and at times may be used interchangeably. It refers to a person between the ages of 18 and 24 years.

Youth means an unaccompanied minor – either a runaway or abandoned (“throwaway”) minor under the age of 18 years who is unable to consent for services her/himself. Services for a homeless Youth may continue for eighteen months after her/his 18th birthday, to ensure continuity of care. See “Older Homeless Youth” definition for young adults through age 21.

EXHIBIT 3:
REQUIRED ANNUAL REPORTS

EXHIBIT "E"
CLARK COUNTY FEDERAL FUNDS FOR HOMELESS SERVICES

ESG Annual Beneficiary Report

Reporting Period: July 1, 2012 through June 30, 2013

Agency and Project Name: _____

Services Provided:

Please report the number of participants receiving the following types of service(s), and whether *County ESG funds* were used to support the costs of these programs or not. Because many individuals/families will be assisted with more than one "type" of service, duplication and/or estimates are acceptable.

Agency-Controlled Shelter / Housing: _____	Case Management: _____
Outreach to un-sheltered: _____	Transportation Assistance: _____
Food Provisions: _____	Employment Assistance: _____
Soup Kitchen/Meals: _____	Child Care Assistance: _____
Remedial Education Services: _____	Rental Assistance (Prevention): _____
Other: _____:	Utility Cut-Off Prevention: _____

Shelter Type: (# beds typically available, in each category of shelter type)

Total # Beds/Spaces Available in:

Barracks/Warehouse: _____	Scattered Site Apartment: _____
Hotel / Motel: _____	House: _____
Other: _____:	# Mats on the Floor: _____

Number of Unduplicated Individuals Receiving Services

(State whether County ESG funds were used.)

Persons Served with Financial Assistance (Homeless Prevention Only).

Number of Adults Served _____

Number of Children Served _____

Number of Households Served _____

Persons Served with Non-financial Services (Homeless Prevention and Homeless Assistance)

Number of Adults and Children Served _____

Number of Households Served _____

Persons served by Shelter Type: (# served with financial assistance by housing type (Homeless Prevention only))

Scattered Site Apartment _____

Single-Room Occupancy _____

Mobile home/Trailer _____

House _____

Other: _____

Annual Report

ESG - BENEFICIARIES REPORT

Page 2 of 5

July 1, 2012 through June 30, 2013

Number of Unduplicated Individuals

Benefiting from County ESG Support:

Sheltered: Unduplicated # Individuals sheltered / housed this year _____

Adults: _____ # Children: _____

Unduplicated #of households sheltered/ housed this year _____

Supportive Services:

Unduplicated # Individuals Served this year _____ (indivs)

Unduplicated # Households Served this year _____ (hhlds)

Number Hhlds Left Program (case is closed) _____ (hhlds)

Household Type: In the year, unduplicated number of households composed of:

Total Single (Unaccompanied) Households:

18 and over... Male _____ Female _____

Under 18..... Male _____ Female _____

Family Households

Family Households with Children, Headed by Single Parents:

Adult 18 and over..... Male _____ Female: _____

Individual under age 18... Male _____ Female: _____

Family Households with Children, Headed by Two Parents:

Two parents, 18 and over _____

Two parents, under 18 (or one is under 18) _____

Total Number of Individuals Served: _____

Total Number of Households Served _____

Annual Report

ESG - BENEFICIARIES REPORT

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July 1, 2012 through June 30, 2013

Unduplicated Individuals Served, continued

Special Need Category: In the year, the number of individuals who were....

_____ # Homeless

_____ # Extremely Low-Income (30% of median income) Assisted

_____ # Low-Income (50% of median income) Assisted

_____ = Total Unduplicated Served this Year

And the number of individuals who were also....(persons that fit more than one category should be listed in all applicable categories)

	# individuals		# individuals
Chronically Homeless:		Alcohol or Drug Dependent:	
Runaway/Throwaway Youth:		Elderly:	
Severely Mentally Ill:		Veterans:	
Developmentally Disabled:		Victim of Domestic Violence:	
Physically Disabled:		HIV/AIDS Infected:	

Basic Needs programs should provide an approximate percentage of entire population served.

Race / Ethnicity:

RACE	TOTAL # OF PERSONS*	HISPANIC**
1. White		
2. Black/African American		
3. Asian		
4. American Indian/Alaskan Native		
5. Native Hawaiian/Other Pacific Islander		
6. American Indian/Alaskan Native & White		
7. Asian & White		
8. Black/African American & White		
9. American Indian/Alaskan Nat. & Black/African American		
10. Other Multi-Racial		
Total:		

*Your totals in the ten (10) categories must equal your total number of individuals sheltered above.

**Provide total number of Hispanic clients served by race as determined by client. Total number should be in addition to the race categories and not substitute for race. The Hispanic ethnic total need not balance with any race category.

Annual Report

ESG - BENEFICIARIES REPORT

Page 4 of 5

July 1, 2012 through June 30, 2013

Housing Outcomes

Upon exit or termination of services, how many clients were living in the following housing situations?

		Total Client Hhlds Exiting:		%
To PERMANENT HOUSING	a.	Rental house or apartment (no subsidy)		
	b.	Public Housing		
	c.	Section 8		
	d.	Shelter Plus Care		
	e.	HOME subsidized house or apartment		
	f.	Other subsidized house or apartment		
	g.	Homeownership		
	h.	Moved in with family or friends		
To TRANSITIONAL HOUSING	i.	Transitional housing for homeless persons		
	j.	Moved in with family or friends temporarily		
To an INSTITUTION	k.	Psychiatric Hospital		
	l.	Inpatient alcohol or other drug treatment facility		
	m.	Jail/prison		
To EMERGENCY SHELTER	n.	Emergency Shelter		
To OTHER Situations	o.	Other supportive housing		
	p.	Places not meant for human habitation (e.g. street)		
	q.	Other (please specify)		
UNKNOWN	r.	Unknown		

Project Accomplishments:

Please briefly describe any special accomplishments or significant changes your agency/program has experienced this year (e.g. new or improved collaborations with other programs; community awareness activities; significant milestones; etc.)

Date and Title of Training on Program Evaluation and Measuring Client Outcomes: _____

Annual Report

ESG - BENEFICIARIES REPORT

Page 5 of 5

July 1, 2012 through June 30, 2013

FUNDING SOURCES

Please list the funds used to support this program/project; this information will be used to determine how CDBG / ESG funds are leveraged with other funding sources to provide services to homeless and at-risk individuals in Southern Nevada. These figures can be good-faith approximations; they will not be audited.

1. Clark County ESG Funds \$ _____

2. Clark County HOME Funds \$ _____

3. Other CDBG Funds (City: _____) \$ _____

4. City of Las Vegas ESG Funds \$ _____

5. Other HOME Funds (City: _____) \$ _____

6. City of Las Vegas HOPWA Funds \$ _____

7. Other Federal Funds

Source: _____ \$ _____

Source: _____ \$ _____

Source: _____ \$ _____

8. State Funds

Source: _____ \$ _____

Source: _____ \$ _____

9. Private Funds (foundation grants, etc.)

Source: United Way \$ _____

Source: _____ \$ _____

10. Other Funding

Source: Program / Client Fees \$ _____

Source: Fundraising / Appeals \$ _____

Source: _____ \$ _____

TOTAL PROJECT BUDGET (Actual): \$ _____

EXHIBIT 4:
GUIDELINES FOR RENTAL OR UTILITY ASSISTANCE

Guidelines for Agencies Providing Rental / Utility Assistance Federal Funds for Homeless Assistance

The goal of Homeless Prevention is to provide services and financial assistance, when warranted, to individuals and families who are in imminent risk of becoming homeless and lack the resources to maintain their housing. Its primary purpose is to prevent entry into shelter by diverting households to housing options other than shelter. The program should successfully reduce the number of entrants into shelter thereby reducing the number of emergency shelter beds needed. This is accomplished by providing at-risk families and individuals with enough services that stabilize housing, prevent entry into the shelter system and help them maintain housing.

Federal Funds may be used to reimburse financial assistance provided to at-risk households to pay up to three month's of rent, and may include: past-due and upcoming rent when household is engaged in case management, late fees, deposits, first-month's rent and security deposits. The combined assistance for any one household cannot exceed the equivalent of three (3) month's rent.

Eligibility Criteria

Per federal and County rules, payments for past-due rent or utility arrearages are allowed only when **ALL** the following conditions exist:

Federal Funds for Homeless Programs Requirements, in accordance with Federal Regulations	What to look for and identify
1. The inability of the family to make the required payments must be the result of a sudden reduction of income or unexpected and unavoidable increase in expenses;	What is the crisis ? (Key words: sudden, unexpected, and unavoidable)
2. The assistance must be necessary to avoid eviction of the family or termination of utility services to the family; (or, alternately, pay first month's rent and deposits to end homelessness)	Is there an Eviction Notice or Termination of Utility Service? (not just past-due notices)
3. There must be a prospect that the family will be able to resume payments within a reasonable period of time;	How are they going to pay next month's rent – in full and on time ? (e.g. – what's the rent, and how much is their income by the next rent due date?). Agency may choose to assist with the following 2 month's rent to ensure stability of household.
4. Payments of rent or utilities and/or deposits cannot exceed the total amount of the cost of three months of rent or utilities;	Do they need a formal Transitional Housing Program (assistance for 6 – 24 months), or just temporary help to stay where they are?
5. The assistance must not supplant funding for pre-existing homeless prevention activities from any other sources.	Have they applied for the Energy Assistance Program at Nevada State Welfare? Or WDC's SAFAH-Link to Permanent Housing?
6. There must be a legal contract for the housing unit in the name of the head of household of the assisted household	Is there a written Lease or Rental Agreement? If so, obtain a photocopy.

Documentation Needed to Support Each Criteria:

Each assisted household's client file must contain copies of documentation to support the provision of assistance. Many of these documents are required to be submitted to Clark County along with the copy of the check issued when requesting reimbursements; others are subject to semi-annual monitoring by Community Resources Management staff. Incomplete documentation to support the five criteria above is reason for not getting reimbursed with Federal Funds for the Homeless. If reimbursement has occurred prior to the file review, the subrecipient agency will be notified to make the necessary repayment to the County and adjustments to their books.

Criteria	Common Scenarios	Sample of Documentation to Copy to File: (NOTE: these are examples only; if client produces something else that is acceptable, copy that)	Submit with Request for Reimbursement?
1. Crisis beyond the client's control	A. Reduction in work hours – hence, reduced household income	A. Copies of paystubs reflecting “normal” work hours, and copies of paystubs reflecting reduced hours and pay	A. Yes
	B. Child sick, couldn't take to school/day care, lost pay at work and/or increased doctor/prescription costs	B. Statement from school/day care confirming child's absence; copies of medical receipts	B. Yes (be sure to refer such a family to Nevada Check-Up health insurance for children)
	C. Car broke down, needed to make repairs in order to keep job	C. Paystubs to prove employment, and copies of car repairs	C. Yes
	D. Death in family, had to go to funeral service	D. Obituary, death certificate or other information from funeral/memorial service; receipts for airfare/trip and/or paystubs to show reduction in pay	D. Yes
	E. Robbery / Burglary	E. Police Report which also lists estimation of amount stolen	E. Yes
	F. Spouse/significant other ran off drinking/drugging/ other with all the rent money	F. Letter from someone (clergy, child's teacher, landlord, etc.) to confirm crisis	F. Yes
	G. Lost roommate, got a new one for next month – need help with this month	G. Any correspondence from roommate, or letter similar to F above	G. Yes

Criteria	Common Scenarios	Sample of Documentation to Copy to File: (NOTE: these are examples only; if client produces something else that is acceptable, copy that)	Submit with Request for Reimbursement?
	H. Been unemployed for a while, but has found new employment	H. Copy of Unemployment Insurance Benefits (UIB) paperwork, “pink slip” from last job; evidence of new employment and when it did or will start; payment statement from landlord/utility company to show partial payments that correspond to unemployment period	H. Yes
	I. Leaving residential treatment facility (alcohol, drug or mental health), needs help with first month’s rent	I. Letter or other paperwork from facility; evidence of job that can pay future rent	I. Yes
2. Avoid Eviction or Termination of Utility Service	A. when crisis temporarily interferes with household’s ability to pay obligations	A-1. Eviction Notice (“Pay or Quit” Notices) or Shut-Off of Utility Notice from Utility Company; A-2. Evidence that the assistance will bring past-due balance to a manageable amount, preferably \$0; A-3. Evidence that the household can remain in unit for at least 30 days	A-1. Yes A-2. No A-3. No
	B. when eviction from this unit is inevitable, and client needs assistance to move into new, affordable place	B-1. Eviction Notice or Shelter Letter B-2. Rental or Lease Agreement for new place	B-1. Yes B-2. Yes
3. Next Month’s Rent / Utility obligation	A. Crisis is over, regular income can pay future obligations	A-1. Evidence that crisis is of temporary nature, and total household income is sufficient to pay rent on time and in full. A-2. Budget sheet that reflects bills due, income sources and dates, and enough income to pay rent / utility on time and in full	A-1. Yes A-2. No
	B. Have new job or will be receiving new income (child support, SSI, etc.)	B. Evidence of new job (with monthly income noted) or pending income	B. Yes
	C. Family will assist with \$-X- for next few months until new income is secured	C. Letter from family attesting to amount and frequency of financial assistance	C. Yes
	D. Applied for Nevada’s Energy Assistance Program for utility assistance in future months	D. Copy of application to the Nevada State Welfare	D. Yes

Criteria	Common Scenarios	Sample of Documentation to Copy to File: (NOTE: these are examples only; if client produces something else that is acceptable, copy that)	Submit with Request for Reimbursement?
4. Only 1, 2 or 3 months of Rental Assistance needed	A. Crisis is of temporary nature and the financial impact will be resolved with this assistance, then household can resume payments with normal income	A. Case Notes and Budget sheet reflecting sources of income, dates and payments until household can resume full payments on time; evidence of income	A. Yes
	B. Leaving residential treatment facility (alcohol, drug or mental health), needs help with first months' rent	B-1. Letter or other paperwork from facility; and budget sheet noting sources of income, dates and payments, etc. B-2. Evidence of anticipated income that can pay future rent	B-1. No B-2. Yes
	C. Leaving Shelter but cannot qualify for Women's Development Center's SAFAH-Link to Permanent Housing program, needs help with first months' rent	C-1. Letter or other paperwork from facility; and budget sheet noting sources of income, dates and payments, etc. C-2. Evidence of anticipated income that can pay future rent C-3. Case notes reflecting confirmation from WDC of client ineligibility	C-1. No C-2. Yes C-3. Yes
5. Cannot Supplant other funding	A. Leaving an emergency or transitional housing program, has income and can afford rent, but needs assistance with new move in costs	A. Evidence that household is not eligible for WDC SAFAH-Link program	A. Yes
	B. Utilities are about to be shut off, need immediate financial assistance to prevent shut-of	B-1. Shut-off notice from utility company B-2. Copy of application for Nevada Energy Assistance Program (funded by Nevada Fund for Energy), and B-3. Case notes that worker confirmed the NV Fund for Energy will not be paying all arrearages before shut-off date	B-1. Yes B-2. Yes B-3. No

PLEASE NOTE:

- Each file should document all members of household and their incomes (i.e. SSI or Child Support on a particular child, Employment income on both spouses plus social security income on grandmother living with them)
- Items answered "Yes" in the final column require that a copy of said documentation be presented at the time of requesting reimbursement for these expenses. All other documentation will be reviewed at least once annually during an on-site monitoring.

Prevention Costs that ESG Federal Funds can Reimburse:

Past-Due Rent or Utility Charges	Not to exceed three (3) months worth of rent; Assistance with utility arrearage must be sufficient to bring arrears to zero balance. Also, application for the Nevada Energy Assistance Program is required, to maintain future affordability
Late Fees	* All reasonable late fees to bring the household's balance due to zero
First Month's Rent	* When it is affordable to the household (not more than half of the household's take-home pay) and does not exceed Fair Market Rents, as established by HUD annually.
Monthly Rent or Utility Expenses	ESG funds can be used to assist eligible households ($\leq 80\%$ AMI) for up to 3 months of rent or utility expenses, when the household is engaged in Intensive Case Management.
Security Deposits	* All reasonable security deposits required by landlord, as detailed in written rental agreement or lease agreement. Caution: the total assistance for Rent and Deposits cannot exceed the cost of three months of rent.
Legal services	To represent indigent tenants in eviction proceedings
Mediation Programs Costs	To support the operations of a landlord-tenant mediation program
*Late Fees, Security Deposits are allowed, only so long as the grand total of assistance to one household does not exceed the equivalent of three months rent (e.g., Rent=\$650/month; household can be assisted with deposits and rent for up to three months, so long as the total assistance does not exceed \$1,950 total)	

All checks, vouchers, or other authorizations for expenditures are to be made payable to the Vendor or Agency providing the services; under no circumstances will Clark County Federal Funds for Homeless Programs funds be used to provide a client directly with a cash advance or to reimburse a client for expenses already incurred.

EXHIBIT 5:
MONTHLY INCOME LIMITS

DIRECT SERVICE PROGRAM INCOME ELIGIBILITY CRITERIA

HUD SECTION 8 GUIDELINES

	<u>MONTHLY GROSS INCOME NOT TO EXCEED</u>		
FAMILY SIZE	EXTREMELY LOW INCOME (30%)	LOW INCOME (50%)	MODERATE INCOME (80%)
1	\$1,142 or less	\$1,900 or less	\$3,042 or less
2	\$1,304 or less	\$2,171 or less	\$3,475 or less
3	\$1,467 or less	\$2,442 or less	\$3,908 or less
4	\$1,629 or less	\$2,713 or less	\$4,342 or less
5	\$1,763 or less	\$2,933 or less	\$4,692 or less
6	\$1,892 or less	\$3,150 or less	\$5,038 or less
7	\$2,021 or less	\$3,367 or less	\$5,388 or less
8	\$2,154 or less	\$3,583 or less	\$5,733 or less

Further information on the methodology used by the U.S. Department of Housing and Urban Development can be obtained at: <http://www.huduser.org/>

Direct link to income limits: <http://www.huduser.org/portal/datasets/il/il11/index.html>

Provided by the United States Department of Housing and Urban Development, effective June, 2011.

ATTACHMENT A

HUD CONSOLIDATED PLAN 2010-2014

HOMELESS STRATEGIC PLAN

HOMELESS

Homeless Needs (91.205 (b) and 91.215 (c))

Definition of Homeless

The Stewart B. McKinney Homelessness Act defines a person experiencing homelessness as “one who lacks a fixed permanent nighttime residence or whose nighttime residence is a temporary shelter, welfare hotel or any public or private place not designated as sleeping accommodations for human beings.”

HUD’s definition of homelessness is slightly more comprehensive. In addition to defining individual and families sleeping in areas “not meant for human habitation,” the definition includes persons who:

- “Are living in transitional or supportive housing for homeless persons but originally came from streets or emergency shelters;
- Ordinarily sleep in transitional or supportive housing for homeless persons but are spending a short time (30 consecutive days or less) in a hospital or other institution;
- Are being evicted within a week from private dwelling units and no subsequent residences have been identified and they lack resources and supportive networks needed to obtain access to housing; or
- Are being discharged within a week from institutions in which they have been residents for more than 30 consecutive days and no subsequent residences have been identified and they lack the resources and support networks needed to obtain access to housing.”

This definition demonstrates the diversity of people experiencing homelessness. The numerous locations in which people experiencing homelessness can be found complicate efforts to accurately calculate their total population.

The HUD definition does not include persons who are staying in a hotel/motel, with relatives or friends, in a Board and Care facility, Adult Congregate Living Facility, or who are in jail.

On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs. The McKinney-Vento reauthorization provisions are identical to those included in two bills introduced earlier in 2009, both known as the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. This will go into effect at the latest October 2010, or the sooner of 18 months after enactment or 3 months after HUD publishes final regulations.

The HEARTH Act changes HUD’s definition of homelessness to include people at imminent risk of losing their housing and families or youth who live in precarious situations and are unlikely to become stable. Communities will be able to use up to 10 percent of their resources to serve people who meet the definitions of homelessness used by other federal agencies.

Costs of Homelessness

For many who are interested in solving the problem of homelessness, it may seem that providing persons with shelter is cheaper than providing funds to get them into permanent housing. This view is deceptive. The cost of homelessness is staggering, not only to the affected individuals and families in terms of decreased health and wellness and the ability to meet the most basic needs, but also to the community in terms of real dollars.

The impact of homelessness on hospitals, prisons, and social services is high. Because homeless persons do not have a stable place to live, they are at risk for a variety of poor outcomes such as health and mental health difficulties, emotional and developmental delays in children, or incarceration. Preventing someone from becoming homeless, or providing a quick and efficient transition into stable permanent housing from homelessness can result in a significant cost savings, both financially and socially.

The following are some of the ways in which homelessness can be costly to the health delivery system alone:

- \$3,722= average cost of an emergency room visit
- \$7,444= average costs for emergency room visits by a homeless individual at two visits per year
- \$214=average cost for transport by ambulance
- \$4,440=average cost of a three day hospital stay

Those who only access healthcare through the emergency room do not receive follow-up care or services beyond immediate intervention, making them more likely to return to the hospital in the future.

Homeless Needs Assessment

Homeless Census

During the period of January 28-29, 2009, the Southern Nevada Regional Planning Coalition (SNRPC) Committee on Homelessness and the Office of the Regional Homeless Coordinator, in conjunction with Applied Survey Research (ASR), conducted the *2009 Southern Nevada Homeless Census and Survey*. Due to the large size of Clark County, it was necessary to conduct the enumeration over two days. On January 28th the towns and rural areas outlying the 215 Beltway were enumerated, and the following morning the cities of Las Vegas, North Las Vegas, and Henderson and other areas within the 215 Beltway were enumerated.

The results of the Homeless Census provide invaluable data regarding the number and characteristics of homeless persons in Southern Nevada and begin the compilation of multi-year data, building upon the baseline of information established by the 2007 census and survey, to support regional and statewide efforts to mitigate and end homelessness.

The 2009 Southern Nevada Homeless Census was performed using HUD-recommended practices for counting homeless persons. This comprehensive study included a field enumeration and field surveys.

- The overall homeless population of Clark County enumerated in the point-in-time count was 13,338 persons.
- Of those persons, 3,027 unsheltered homeless persons were enumerated on streets within the 345 tracts.

- An additional 7,004 sheltered homeless persons were counted in emergency shelters and transitional housing programs.
- A telephone survey of the general population of Clark County revealed an estimated 3,307 unsheltered “hidden” homeless persons.
- An additional 307 homeless persons were housed in jails, hospitals, and rehabilitation facilities on the night of the shelter and institution count, but did not meet HUD’s homeless definition for the point-in-time count.

Figure 38. Homeless Population, 2007-2009 Comparison

	2007	2009	07-09 Net Change	07-08 Percent Change
Total Sheltered People	3,844	7,004	3,160	82.2
Total Unsheltered People	3,747	3,027	-720	-19.2
Total Hidden Homeless	3,826	3,307	-519	-13.6
TOTAL HOMELESS PERSONS	11,417	13,338	1,921	16.8
Source: Applied Survey Research, 2007 <i>Southern Nevada Homeless Census</i> . Applied Survey Research, 2009 <i>Southern Nevada Homeless Census</i> .				

Homeless Survey

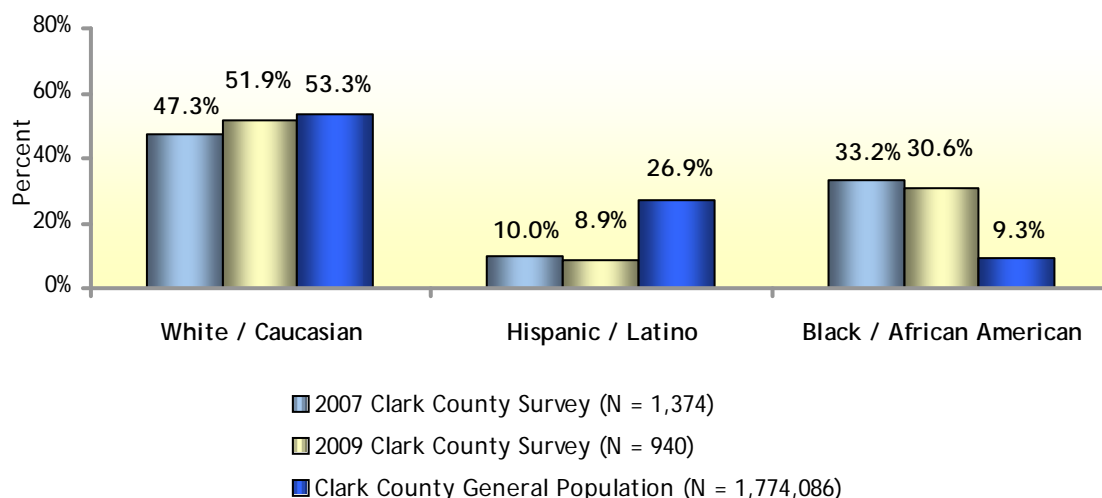
The following section provides an overview of the findings generated from the Southern Nevada Homeless Survey conducted by Applied Survey Research. Altogether, 940 valid surveys were administered between February 9 and March 19, 2009. Approximately 1 percent of these surveys were conducted in Spanish or other languages. These survey findings provide important demographic information on homeless households. In order to measure the diversity of homeless residents in Clark County, respondents were asked to answer several demographic questions pertaining to their age, gender, ethnicity, and military service.

Homeless Needs by Race/Ethnicity

Whites comprised 53 percent of the total population of Clark County, Hispanics comprised 27 percent, and African Americans comprised 9 percent. Therefore, the survey suggests that Hispanics were under-represented in the homeless population as compared to the general population of Clark County. African Americans were over-represented in the homeless population in comparison to the general population.

- 52 percent of homeless survey respondents identified their racial / ethnic group as White.
- 31 percent of homeless survey respondents identified as African American.
- 9 percent of survey respondents said they were Hispanic.
- In the overall County population, 53 percent of residents were White, 9 percent were African American, and 27 percent were Hispanic, indicating an over-representation of African Americans in the homeless population and an under-representation of Hispanics.
- Between 2007 and 2009, the percentage of White homeless survey respondents increased from 47 percent to 52 percent.

Figure 39: Respondents by Race / Ethnicity (Top 3 Race / Ethnicities) and Comparison to General Population



Source: Applied Survey Research, 2007 Southern Nevada Homeless Survey, 2007; Applied Survey Research, 2009 Southern Nevada Homeless Survey, 2009; Clark County General Population data source: U.S. Census Bureau, 2005 - 2007 American Community Survey 3-Year Estimates, 2009.

Homeless Subpopulations

The qualitative data about homelessness from the *Southern Nevada 2009 Homeless Census and Survey* were derived from direct surveys of a sample of homeless persons. Figure 40 presents 2009 subpopulation data and provides a comparison to 2007 subpopulation data. There has been a significant increase in the number of sheltered severely mentally ill homeless, those with chronic substance abuse, persons with HIV/AIDS and Victims of Domestic Violence. The number of unsheltered Chronically Homeless has increased 60 percent since 2007 as have the Severely Mentally Ill by 27.5 percent.

Figure 40: Homeless Subpopulations

Subpopulation	Sheltered				Unsheltered				Total			
	2007	2009	Net Change	Percent Change	2007	2009	Net Change	Percent Change	2007	2009	Net Change	Percent Change
Chronically Homeless ¹	174	117	-57	-32.8	1,309	2,094	785	60.0	1,483	2,211	728	49.1
Severely Mentally Ill	888	1,636	748	84.2	1,363	1,738	375	27.5	2,251	3,374	1,123	49.9
Chronic Substance Abuse	697	1,225	528	75.8	2,473	2,427	-46	-1.9	3,170	3,652	482	15.2
Veterans	835	986	151	18.1	1,486	1,276	-210	-14.1	2,321	2,262	-59	-2.5
Persons with HIV / AIDS	19	68	49	257.9	76	82	6	7.9	95	150	55	57.9
Victims of Domestic Violence	215	637	422	196.3	545	500	-45	-8.3	760	1,137	377	49.6
Unaccompanied Youth (Under 18 years of age)	128	55	-73	-57.0	152	154	2	1.3	280	209	-71	-25.4

Source: Applied Survey Research, 2007 Southern Nevada Homeless Survey, 2007; Applied Survey Research, 2009 Southern Nevada Homeless Survey, 2009.

The resources available to assist these households are limited, even with the addition of the Homeless Prevention and Rapid Re-Housing Program which is specifically designed to provide homeless prevention. The public housing authority has an extensive waiting list for all types of assisted housing, and emergency rental, mortgage and utility assistance for temporary crisis situations are in short supply. Agencies and non-profit organizations utilize other Federal, State and local funding sources in addition to private donations to assist households in crisis situations. The goal of providing rental, mortgage and utility assistance is to enable households to avoid losing their existing housing and the high security, cleaning and utility deposits which are required for new units in the current rental housing market

The most cost effective way to prevent households from losing their current housing is increased assistance through grants. In addition, creative options that offer lower cost rental units on a permanent basis are necessary, such as SRO housing for individuals, who represent a significant portion of extremely-low income households.

Priority Homeless Needs

The HCP Consortium has based its homeless strategic plan on the priorities identified in *Help Hope Home: Southern Nevada's Regional Plan to End Homelessness*, the *Southern Nevada 2009 Homeless Census and Survey* and the *Help Hope Home: Southern Nevada's Plan to End Homelessness Implementation Schedule*.

Help Hope Home is the roadmap Southern Nevada is using to implement its plan to end homelessness over the next ten years. Over a two year period, stakeholders were engaged and focus group meetings and input sessions were held to gain community perspective, direction, feedback and data to be used to develop the strategic action plan to end homelessness. The plan has been designed to produce results as well as to report those results back to the community.

The backbone of this plan is based on local data, obtained through the point in time homeless count, a Gaps Analysis, conversations with homeless persons, stakeholders, and local as well as national leaders in the fight to end homelessness. By focusing on managing for results, we can ensure Help Hope Home will be accountable for completing the action steps and meeting the benchmarks it has set.

Needs of Persons Threatened with Homelessness

Many low-income persons and families in Clark County are at risk of becoming homeless due to the lack of sufficient income, or in the event of a temporary crisis, including loss of employment, sickness or disability, loss of spouse or domestic violence. Extremely low- income households paying 50 percent or more of their household income for housing are at greatest risk. These households are often one paycheck away from becoming homeless.

Figure 41: HUD Table 1A - Continuum of Care Gaps Analysis Chart

Part 1: Homeless Population				Sheltered				Un-sheltered	Total	Clark County, NV										
				Emergency		Transitional				Count Quality										
										N	N	N								
1. Homeless Individuals				730		4887		6,307					11,924							
2. Homeless Families with Children				31		307		8					346							
	2a. Persons in Homeless with Children Families			112		1275		27					1,414							
Total (lines 1 + 2a)				842		6,162		6,334		13,338										
										S	S	S	S	S	S					
Part 2: Homeless Subpopulations				Sheltered				Un-sheltered								Total				
1. Chronically Homeless				117				2094								2,211				
2. Severely Mentally Ill				1636				0												
3. Chronic Substance Abuse				1225				0												
4. Veterans				986				0												
5. Persons with HIV/AIDS				68				0												
6. Victims of Domestic Violence				637				0												
7. Youth (Under 18 years of age)				55				0												
Part 3: Homeless Needs Table: Individuals		Needs	Currently Available	Gap	5-Year Quantities										Total			Priority H, M, L	Plan to Fund? Y, N	Fund Source: CDBG, HOME, HOPWA, ESG or Other
					Year 1		Year 2		Year 3		Year 4		Year 5		Total					
					Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Actual	% of Goal			
Beds	Emergency Shelters	2066	915	1151	0	0	0	0	0	0	0	0	0	0	0	0	###	M	Y	CE
	Transitional Housing	5038	5038	0	0	0	0	0	0	0	0	0	0	0	0	0	###	H	Y	HE
	Permanent Supportive Housing	7014	1440	5574	0	0	0	0	0	0	0	0	0	0	0	0	###	H	Y	HE
	Total	14118	7393	6725	0	0	0	0	0	0	0	0	0	0	0	0	###			
Chronically Homeless		2211	117															H	Y	HEC

Part 4: Homeless Needs Table: Families		Needs	Currently Available	Gap	5-Year Quantities										Total			Priority H, M, L	Plan to Fund? Y N	Fund Source: CDBG, HOME, HOPWA, ESG or Other
					Year 1		Year 2		Year 3		Year 4		Year 5							
					Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Actual	% of Goal			
Beds	Emergency Shelters	305	305	0	0	0	0	0	0	0	0	0	0	0	0	0	###	M	Y	CE
	Transitional Housing	1506	1506	0	0	0	0	0	0	0	0	0	0	0	0	0	###	H	Y	CHE
	Permanent Supportive Housing	1297	542	755	0	0	0	0	0	0	0	0	0	0	0	0	###	H	Y	HEC
	Total	3108	2353	755	0	0	0	0	0	0	0	0	0	0	0	0	###			

Completing Part 1: Homeless Population. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The counts must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N), (S) or (E).

Completing Part 2: Homeless Subpopulations. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The numbers must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N), (S) or (E).

Sheltered Homeless. Count adults, children and youth residing in shelters for the homeless. "Shelters" include all emergency shelters and transitional shelters for the homeless, including domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid by a public/private agency because the person or family is homeless. Do not count: (1) persons who are living doubled up in conventional housing; (2) formerly homeless persons who are residing in Section 8 SRO, Shelter Plus Care, SHP permanent housing or other permanent housing units; (3) children or youth, who because of their own or a parent's homelessness or abandonment, now reside temporarily and for a short anticipated duration in hospitals, residential treatment facilities, emergency foster care, detention facilities and the like; and (4) adults living in mental health facilities, chemical dependency facilities, or criminal justice facilities.

Unsheltered Homeless. Count adults, children and youth sleeping in places not meant for human habitation. Places not meant for human habitation include streets, parks, alleys, parking ramps, parts of the highway system, transportation depots and other parts of transportation systems (e.g. subway tunnels, railroad car), all-night commercial establishments (e.g. movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places.

Gaps Analysis

The Gaps Analysis led to the development of a regional plan that illustrates the social impacts of homelessness in this community. Lack of affordable housing, limited homeless services, non-profit capacity and few prevention services redefined this community as a community “at risk”.

Shelter and Housing Data

Shelter beds, transitional housing beds and the permanent supportive housing units information was provided through the Office of the Southern Nevada Regional Homeless Coordinator. The information on these types of housing is gathered annually as part of the Continuum of Care application for funding from HUD.

Housing Gaps Analysis Chart

In order to complete the Unmet Need/Gap of the Gaps Analysis Chart some assumptions were made. First, the current inventory was taken from the Housing Activity Charts. Next, the total number of homeless persons (members of families and unaccompanied individuals) is obtained from the 2009 Street and Shelter Count, and the Homeless Population and Subpopulation Chart was used to ascertain where the various household types (Families w/ children, unaccompanied minors, and unaccompanied individuals) were sleeping the night of the count. The homeless service providers reviewed the HUD recommended calculations for unmet need, and then considered the needs of the homeless clients in our community and the housing services they felt would best meet those needs. The calculations used were based on the outcomes of these considerations and recommendations from the provider community.

Of the 6,307 unsheltered homeless individuals, it is assumed that 50 percent of those who would most benefit from placement into permanent housing first, while 25 percent would benefit from placement directly into transitional housing. The remaining 25 percent can use the system as it has been developed over the years (e.g., enter the emergency shelters, moving from there to either permanent housing or transitional, if necessary). Of the 736 individuals in Emergency Shelter, it is calculated that 50 percent can further use the existing system and benefit by moving into transitional housing, with the remaining 50 percent benefiting from placement directly into permanent supportive housing. Finally, of the 4,722 currently in Transitional Housing 50 percent would benefit from moving through the system by graduating from Transitional Housing into Permanent Housing, with the remaining 50 percent being moved directly into Permanent Housing. This leads to a calculation of an unmet need of 1,151 individual shelter beds and 5,574 Permanent Supportive Housing beds.

The Gaps Analysis for Families contains different calculations. First, there is the assumption that families with minor children should never be “warehoused” in emergency shelter type facilities, however, there is occasion in about 5 percent of the time that those living on the streets and those in emergency shelter have such needs that it is appropriate for them to move through the system by graduating into Transitional Housing and then moving into Permanent Housing. Of the 145 families in transitional housing and the 27 unsheltered families about 35 percent of those can best be served by moving directly into transitional housing and about 25 percent of the 1,274 currently in transitional housing will continue to benefit from transitional housing prior to moving into permanent housing. The majority of our families would benefit from moving directly into permanent housing with support services. In other words, 60 percent of the 27 unsheltered families and 145 in emergency shelter and 75 percent of the families in transitional housing would be best served in permanent supportive housing. The result is a calculation of an unmet need of 755 beds or 124 family units for homeless families with children.

Homeless Inventory (91.210 (c))

Inventory of Homeless Facilities and Services

The Inventory of Facilities and Services for the Homeless details the facilities and social services currently available to the homeless and those threatened with homelessness in Clark County. Included in this section is a listing of the County's primary emergency shelters, transitional housing, permanent supportive housing, and permanent housing resources, as well as a description of programs designed to prevent homelessness.

The Las Vegas Valley Continuum currently provides 915 year-round shelter beds, 353 seasonal/voucher beds and 6,569 transitional housing spaces are available to a variety of homeless households. Only 1,982 permanent supportive housing spaces are available in the Las Vegas Valley. There are an extremely limited number of very low cost (under \$400) rental units available.

Emergency Shelter

There are ten agencies in Southern Nevada providing 915 emergency overnight shelter spaces to the homeless. However, an additional 332 beds are available seasonally from November to April. In general, the emergency shelter programs have minimal entry criteria, include time limits (varies by agency), are located in a structure offering protection from the elements, provide restroom facilities and drinking water, are supervised and offers appropriate lighting, heating/cooling and proper ventilation. Most programs have specific target populations and cannot accept all homeless persons or families.

Figure 42: Emergency Shelter Beds Inventory, 2009

KEY: Target Population A	
CO: couples only, no children	SMF: single males and females
HC: households with children	SMF+HC: Single male and female plus households with children
SF: single females	YF: youth females (under 18 years old)
SFHC: single females and households with children	YM: youth males (under 18 years old)
SM: single males	YMF: youth males and females (under 18 years old)
SMHC: single males and households with children	

KEY: Target Population B
DV - Domestic Violence victims only
VET - Veterans only
HIV - HIV/AIDS populations only
DD – Dually Diagnosed

Program Information		Target Population		All Year-Round Beds			Seasonal/Overflow Beds		
Organization Name	Program Name	A	B	Beds for HH* with children	Units for HH with Children	Beds for HH w/o Children	Total Year-Round Beds	Total Seasonal Beds	Overflow / Voucher Beds
		(see Key)	(see Key)						
Catholic Charities	Night Shelter	SMF		0	0	200	200	200	0
HELP of Southern Nevada	Single Parent Housing Program	SMF+HC		11	4	0	11	0	0
HELP of Southern Nevada	Youth Center	YMF		0	0	16	16	0	0
HopeLink	Inclement Weather	SMF+HC		14	7	1	15	4	21
Las Vegas Rescue Mission	Emergency Shelter	SMF+HC		26	6	46	72	17	0
Safe House	Victims of Domestic Violence Shelter	SMF+HC	DV	48	16	6	54	0	0
Safe Nest	Emergency Shelter	SMF+HC	DV	103	28	103	206	0	0
Salvation Army	Emergency Shelter Services	SMF		0	0	142	142	106	0
Salvation Army	CBOC US Vets	SMF		0	0	6	6	0	0
The Shade Tree	Emergency Shelter	SFHC		103	36	75	178	0	0
WestCare	Youth Shelter-Crisis Stabilization	YMF		0	0	15	15	0	0
Emergency Aid of Boulder City	Emergency Shelter	SMF+HC		0	0	0	0	5	0
	TOTAL			305	97	610	915	332	21

*HH=Households

Source: Southern Nevada Continuum of Care Application, 2009

Clark County

North Las Vegas

Boulder City

Mesquite

Transitional Housing

There are currently 17 organizations providing 6,569 transitional housing bed spaces to the homeless in Southern Nevada. There are far more transitional housing beds than emergency shelter beds, reflecting the change in focus away from warehousing homeless people in shelters to moving them in to transitional and permanent supportive housing situations more swiftly.

The admission process and criteria for transitional housing programs differ from emergency shelter programs in that transitional housing programs generally assess the prospective resident's appropriateness for the program and her/his willingness and capacity to adhere to program rules. The program rules, in turn, are designed to enhance the resident's self-sufficiency. Case management services are provided, as are other direct services designed to remove the obstacles individuals or families face when attempting to return to self-sufficiency. In addition, many of the programs listed target specific sub-populations, tailoring their services to meet that population's needs. The subpopulation served is sheltered in space that is appropriate to the individual's or family's needs, and the program provides for the residents' nutritional needs, either by providing access to a kitchen facility or by providing catered meals.

Most individuals or families accessing transitional housing programs are referred by emergency shelters and outreach programs, or by social service agencies. Some agencies have their own small continuum of programs, providing emergency, transitional and permanent housing, attracting persons in need. There are over 100 additional units which provide Tenant Based Rental Assistance vouchers through the Southern Nevada Regional Housing Authority to homeless households and severely mentally ill homeless referred through and provided supportive services by Southern Nevada Adult Mental Health Services, Lutheran Social Services and Help of Southern Nevada.

Figure 43: Transitional Housing Inventory, 2009

KEY: Target Population A		KEY: Target Population B	
CO: couples only, no children	SMF: single males and females	DV - Domestic Violence victims only	
HC: households with children	SMF+HC: Single male and female plus households with children	VET - Veterans only	
SF: single females	YF: youth females (under 18 years old)	HIV - HIV/AIDS populations only	
SFHC: single females and households with children	YM: youth males (under 18 years old)	DD – Dually Diagnosed	
SM: single males	YMF: youth males and females (under 18 years old)		
SMHC: single males and households with children			

Program Information		Target Population		All Year-Round Beds/Units			
Organization Name	Program Name	A	B	Beds for HH with Children	Units for HH with Children	Beds for HH w/o Children	Total Year-Round Beds
Catholic Charities	Homeless to Homes	SMF+HC		146	73	24	170
Catholic Charities	Residential Work Program	SF		0	0	400	400
Clark County Social Service	Financial Assistance Service (FAS)	SMF+HC		979	214	3671	4650
Deer Valley Recovery	Transitional housing	SM		0	0	20	20
Family Promise	Sheltering	HC		14	4	0	14
HELP Las Vegas Corp.	HELP @ Bonanza	SMF	VET	0	0	75	75
HELP of Southern Nevada	Youth Center	YMF		0	0	46	46
HELP of Southern Nevada	TBRA-A New Path	SMF+HC		98	29	4	102
HopeLink/HACA	Subsidized Housing	HC		25	15	0	25
Lutheran Social Services	Supportive Housing	HC		25	9	0	25
Neighborhood Housing Services	Parsons Place	SMF		0	0	55	55
Nevada Partnership for Homeless Youth	Independent Living	YM		0	0	16	16
Salvation Army	Rental beds (triple rooms)	SMF		0	0	9	9
Salvation Army	D Dorm Family Units	HC		28	6	0	28
Salvation Army	Lied Transitional Apartments	SMF		0	0	70	70
Salvation Army	Lied Vocational Training Center-2nd fl	SMF		0	0	70	70

Clark County

North Las Vegas

Boulder City

Mesquite

Program Information		Target Population		All Year-Round Beds/Units			
Salvation Army	Pathways Group Home	SM		0	0	42	42
Salvation Army	Mental Health Court beds	SMF		0	0	18	18
Salvation Army	Single room rental units	SMF		0	0	8	8
Salvation Army	Safe Haven	SMF	DD	0	0	25	25
St. Vincent	St Vincent HELP Apartments	SMF		0	0	120	120
The Key Foundation	The Key Foundation	SM	VET	0	0	17	17
The Shade Tree	3rd floor Transitional Housing	SFHC		88	32	90	178
US Vets	SHP-Chronically Disabled Vets	SMF	VET	0	0	10	10
US Vets	Veterans in Progress	SMF	VET	0	0	128	128
Westcare	Healthy Families	HC		34	8	0	34
Westcare	Voyages-adolescent	YF		0	0	16	16
Westcare	Voyages-adult women	SF		18	6	0	18
Westcare	Women's Residential	SF		0	0	34	34
Westcare	HSR youth	YM		0	0	16	16
Westcare	HSR adult	SM		0	0	40	40
Westcare	Young Faces	YF		0	0	16	16
Women's Development Center	Elderly Women	SF		0	0	4	4
Women's Development Center	Transitional Housing	HC		51	19	19	70
	TOTAL			1506	415	5038	6569
*HH=Households Source: Southern Nevada Continuum of Care Application, 2009							

Permanent Supportive Housing

Referrals to permanent supportive housing are made throughout the continuum of services: prevention, outreach, emergency and transitional shelters. Some transitional housing programs also offer permanent, affordable housing and streamline their transitional housing clients into any vacant units. The total units, 1,982 of permanent supportive housing, do not nearly meet the needs of the community.

In addition to the reported Permanent Supportive Housing, this community has been working to increase the supply of housing that is affordable to those households leaving homelessness and/or at-risk of homelessness (households at or below 50 percent of area median income). Local governments have partnered with non-profit housing developers to provide affordable housing to households at-risk of further homelessness due to income restraints.

Figure 44: Permanent Supportive Housing Inventory, 2009

Program Information		Target Population		All Year-Round Beds/Units				Total Year-Round Beds
Organization Name	Program Name	A	B	Beds for HH with Children	Units for HH with Children	Beds for HH w/o Children	CH* Beds	
Caminar	Acacia Gardens	SMF	HIV	0	0	8	8	8
Clark County Social Service	Permanent Housing Project	SMF		0	0	70	70	70
Golden Rainbow	Permanent Housing	SMF+HC	HIV	21	9	2	0	23
HELP Las Vegas Corp	HELP @ Owens II	SMF	VET	0	0	75	0	75
HELP Las Vegas Corp	HELP Genesis	HC		100	50	0	0	100
HELP of Southern Nevada	O.U.T.R.E.A.C.H.	SMF		61	15	152	152	213
HELP of Southern Nevada	HELP them HOME	SMF		0	0	25	25	25
Nevada HAND	Horizon Crest Apartments	SMF+HC		0	0	12	12	12
Nevada HAND	Skyview Apartments	SMF+HC		204	80	64	6	268
Southern Nevada Adult Mental Health Services	Supported Living Arrangements	SMF+HC		68	20	159	0	227
Southern Nevada Adult Mental Health Services	HUD I	SMF+HC		56	19	80	60	136
Southern Nevada Adult Mental Health Services	HUD II	SMF+HC		23	8	21	16	44
Southern Nevada Adult Mental Health Services	HUD III	SMF+HC		9	3	34	3	43
Southern Nevada Adult Mental Health Services	HUD IV	SMF		0	0	18	3	18
Southern Nevada Adult Mental Health Services	Group Homes	SMF		0	0	430	0	430
US Vets	SHP-Disabled Vets	SMF	VET	0	0	10	0	10
Veterans Administration	Housing Choice Vouchers	SMF	VET	0	0	105	0	105
Veterans Administration	Housing Choice Vouchers II	YMF	VET	0	0	175	25	175
	TOTAL			542	204	1440	380	1982

*HH=Households; *CH=Chronically Homeless

Source: Southern Nevada Continuum of Care Application, 2009

Clark County

North Las Vegas

Boulder City

Mesquite

Supportive Services

Assessment of homeless individual's needs is conducted by a trained caseworker in all programs providing supportive services. Caseworker's knowledge of services and eligibility requirements is augmented through the Mainstream Programs Basic Training series and the community-wide, web-based Homeless Management Information System (HMIS) that includes an Eligibility Screening tool that facilitates more thorough and regular assessment of client's needs for services. The following provides a summary of the current supportive services available.

Supportive services provided by the community and available to all Southern Nevada households (homeless and housed) include: childcare assistance payments for working parents; public assistance such as food stamps, TANF, medical cards, etc.; employment training and placement programs, home energy assistance, substance abuse treatment, medical and dental care, parenting skills classes, child support enforcement through the County District Attorney's Office; and credit counseling services to assist in budgeting and deficit management.

Mainstream Programs Basic Training (MPBT Series): The Southern Nevada Continuum of Care instituted a series of in-service trainings for all caseworkers in the homeless service agencies. The Mainstream Programs Basic Training (MPBT) series brings together representatives from all mainstream services related to a particular topic. The MPBT forum will serve as distribution point for the FirstStep information and referral software prepared by HUD and HHS. Participation in the MPBT trainings is required of agencies making application through the CoC funding competition.

Case Management and Financial Assistance to Overcome Barriers: Transitional Housing programs engage clients in a case plan that identifies client's needs, assesses their eligibility and appropriateness for other community services, and monitors their progress. Many of them offer direct financial assistance to their program's clients to help overcome barriers to self-sufficiency. Other homeless and at-risk of homelessness households are served by five agencies spread out geographically across the valley providing this kind of financial assistance to individuals and families who are not yet homeless.

Life Skills Programs: Life skills are incorporated into all homeless providers' programs that require case management. Comprehensive life skills programs on particular topics are offered through the Family Resource Centers, Family-to-Family Connection, Nevada Partners, Nevada Association of Latin Americans, and HELP of Southern Nevada.

Substance Abuse Treatment & Counseling: Four non-profit organizations provide 267 in-patient beds for substance abuse treatment to the community's indigent. Outpatient treatment is available from these four as well as many other sources. Many shelters offer on-site 12-Step programs or other substance abuse counseling. Additionally, Veterans have access to Arville House inpatient treatment services provided through the VA, outpatient treatment provided by the VA Health Clinics, and a BADA-certified counselor from the US Vets program. Clark County instituted a Drug Court program in 1992, and has expanded the concept to include the nation's first Juvenile Drug Court, Prison Re-entry Drug Court, and Child Support Drug Court.

Mental Health Services: Southern Nevada Adult Mental Health Services is responsible for mental health care for the indigent, and provides a 24-hour Crisis Center and inpatient as well as outpatient services. The Salvation Army's PATH, PATHWAYS, and Safe Haven projects offer diagnosis, treatment, and ongoing care for homeless mentally ill who may or may not be enrolled in a shelter program. The District Court 16 includes a Mental Health Court, where non-violent mentally ill offenders are provided intensive case management and treatment.

HIV/AIDS: Aid for AIDS of Nevada (AFAN) provides comprehensive case management, including medical appointments and assistance, to persons infected by HIV/AIDS. Through a unique partnership with Clark County Social Service, HIV/AIDS clients receive case management from AFAN and financial assistance, medical assistance and other services – including rental assistance and/or a Shelter Plus Care voucher – from the County.

Education: The needs assessments caseworkers complete on clients as they enter the care system include an assessment of educational needs. The Nevada Department of Employment, Training and Rehabilitation (DETR) and its partnerships with Workforce Investment Act programs is the primary resource for adults needing remedial education, GED assistance, and/or vocational training. The Nevada Partnership for Homeless Youth has made funds available to help homeless youth study for and take the GED tests.

Employment Services: DETR has three JobConnect offices in the valley providing comprehensive employment services – including financial assistance with identification, work cards, work clothes, tools, basic education, etc. DETR also administers the unemployment compensation benefits and provides Vocational Rehabilitation to persons needing to enter a new vocation. Four private non-profit agencies, Salvation Army, Catholic Charities, Las Vegas Rescue Mission and Key Foundation, offer comprehensive employment training, placement and supportive services specifically for homeless individuals, primarily males. Nevada State Welfare administers the Temporary Assistance to Nevada Families, which includes a very strong job training and placement program titled NEON (New Employees of Nevada).

Childcare: The State of Nevada tripled its budget for childcare subsidies to low-income working families. Despite this increase in services, there still exists a waiting list for non-TANF families. There are six childcare agencies that offer childcare on a sliding-fee scale with three specifically assisting families in the homeless shelters with childcare while the families await subsidy from the State. The City of Las Vegas provides grants to childcare facilities located within City limits – including these three.

Medical Care: Clark County provides the majority of health care coverage for the homeless and indigent. The Clark County Social Service (CCSS) Medical Assistance Service provides medical care to indigent and medically needy individuals who are not served by other public or private resources. Services include: outpatient clinic care, inpatient hospital care through University Medical Center (UMC) and other area hospitals, emergency room services, medications, institutional care, adult day care, and medical transportation. The Southern Nevada Health District (SNHD) is the public health agency and provides Public Health Nursing, health clinics and services for indigent persons and children, and provides treatment for Tuberculosis patients.

Nevada Health Centers offers three health clinics (geographically dispersed throughout the valley – one in North Las Vegas, another in southeast Las Vegas and the third in southwest Las Vegas) as well as one Health Care for the Homeless clinic that specifically serves the homeless. In addition to conducting outreach, the HCHP program provides a full array of medical services, including prescriptions to homeless or indigent persons. Clark County, the City of Las Vegas and the City of North Las Vegas CDBG funds built the Enterprise Health Care and Dental Center providing health care to the indigent and medically uninsured.

WestCare operates the community triage center, which provides medical detox services to the homeless and low-income populations (depending upon the time of month, anywhere from 59 percent to 80 percent of the patients are homeless at the time of treatment).

SAFAH-Link Assistance to Move Out of Shelters and Reduce Return to Homelessness: With a Supportive Housing Program grant, the Women’s Development Center offers housing counseling and financial assistance for households leaving emergency or transitional shelters. Financial assistance is provided for the first month’s rent, rent and utility deposits, furniture and kitchen essentials, moving van rental, and other necessities that can be a burden for a family leaving homelessness. Families receive case management for six months after placement, and experience reduced recidivism.

Homeless Prevention

Rent/Mortgage Assistance to Prevent Evictions: Eight agencies (Catholic Charities of Southern Nevada, Clark County Social Service, Emergency Aid of Boulder City, Henderson Allied Community Advocates, HELP of Southern Nevada, Lutheran Social Services, the Nevada Association of Latin Americans, the Salvation Army located in Mesquite), distributed across the valley, offer Rental Assistance to prevent the unnecessary homelessness of households experiencing a temporary crisis, or New Move In Costs to households who are currently homeless and have income, but need assistance with move-in costs. Additionally, many local churches and synagogues assist their congregants and members of their faith community with rental assistance to prevent homelessness. Lutheran Social Services, Jewish Family Service Agency and the Church of Jesus Christ of Later-Day Saints (LDS) offer a variety of formal support services to their community members, including case management, and rental, utility or food assistance.

Using HOME Funds for Tenant-Based Rental Assistance: The City of Henderson has partnered with HACA to provide four “Section 8 look-alike” vouchers for two years for households at-risk of homelessness. The City of Las Vegas has a similar arrangement with HELP of Southern Nevada and Catholic Charities, providing enough HOME funding for 80 vouchers. Clark County has provided the Housing Authority of Clark County with several HOME TBRA grants to provide over 100 scattered-site Transitional Housing vouchers for homeless households. In all cases, households are assisted for up to two years with rental subsidies and intensive case management to ensure the household regains stability and self-sufficiency and has secured permanent housing that is affordable to them upon exit.

Unaccompanied Homeless Youth: Since the Nevada Partnership for Homeless Youth successfully advocated with the 2001 Nevada Legislature to make legislative changes allowing agencies to serve youth without the permission of parents, many services and programs have been opened to unaccompanied youth. In almost every instance, these services are provided with the determination to prevent these children from becoming future years’ chronically homeless persons. There is a drop-in center near the University and one in downtown near the “homeless corridor” providing basic needs and adult guidance, there are four providers of shelter and services to the kids who are ready to leave the streets, and there are comprehensive supportive services – including financial assistance with work cards, GED tests, medical needs, etc. made available to this population.

Emergency Temporary Protective Orders: Emergency Temporary Protective Orders (ETPO) are available 24-hours per day, 7-days per week to Clark County residents. These ETPOs allow a judge to evict the violent perpetrator from the residence, and can even assign temporary child support or spousal support. Hence, survivors of domestic violence attempting to end a violent relationship need not become homeless to do so. Both Safe Nest/TADC and S.A.F.E. House have a Team that works directly with the Las Vegas Metropolitan Police Department and/or Henderson Police Department to ensure that the victims have the necessary resources and do not become homeless.

Utility Assistance: Seven agencies (Catholic Charities of Southern Nevada, Emergency Aid of Boulder City, HELP of Southern Nevada, the Nevada Association of Latin Americans, and the Salvation Army

locations in Henderson, Las Vegas and Mesquite), distributed across the valley, offer Utility Assistance to prevent the unnecessary termination of essential utilities while these households await approval for energy assistance or conservation modifications funded through a Universal Energy Charge enacted in the 2001 Nevada Legislature.

Information & Referral Services: For the past twenty years, HELP of Southern Nevada has provided comprehensive Information and Referral services to all programs offering social support services in Southern Nevada. The information has also recently been made available via the agency's website.

Referrals from the continuum of care service provider network: Most frequently, individuals or families contact an agency they have heard of or are reading about in the newspaper, and the intake worker of that agency conducts an abbreviated needs assessment and offers referrals to services that the client can pursue.

Outreach

Southern Nevada has witnessed a dramatic increase in the number of Outreach Teams that aggressively seek the homeless staying in the wash areas, vacant lots, and abandoned buildings to make contact with the un-sheltered, street homeless.

Organizations United to Reach, Educate and Assist Chronic Homeless (O.U.T.R.E.A.C.H.): The O.U.T.R.E.A.C.H. program has created a mobile crisis intervention team that provides intervention, assessment, treatment referrals and other related services to address the immediate crisis facing chronically homeless persons. The project has access to wrap-around funds to respond to the immediate needs of clients (i.e. identification, housing placement, childcare, transportation, initial medical, dental and mental health appointments) and prepares clients for transition to existing or newly developed case management teams. The case management teams assist clients in entering the social service system and provide on-going monitoring and follow-up to address medical, mental health and substance abuse issues.

Shine the Light: The O.U.T.R.E.A.C.H Team has developed a separate team called "Shine the Light" which goes into the tunnels beneath Las Vegas to actively engage those folks and encourage them to move into services and housing. Within the first 6 months of operation, this group engaged 58 encampments and moved 12 into permanent housing.

LVMPD / HELP Team: The Las Vegas Metropolitan Police Department (LVMPD) has instituted a HELP Team (Homeless Evaluation Liaison Program) in each Area Command (geographically dispersed). The HELP Team members are specially trained to work with the homeless population, service providers, and the community, and have special training to better serve the mentally ill. The police officers assigned to the HELP Team patrol their beat (the "homeless corridor" and camps along the railroad tracks) daily, making positive contact with the chronic homeless and providing crisis intervention and referrals (and oftentimes transportation) to homeless individuals and families. Some Area Commands have formed partnerships with nonprofit organizations that supply the HELP Teams with basic hygiene kits, food kits, blankets and trash bags. Overall, the HELP Teams goals are to direct homeless persons to services rather than jail.

Thursday HELP Team: The Downtown Area Command "escorts" or "sponsors" an Outreach Day each Thursday, providing escorts and introductions to community service providers who otherwise do not go into "the bush" and wash areas. Regular members of the Thursday HELP Team include: Southern Nevada Adult Mental Health Services, Veterans Administration's Community-Based Outreach Clinic, Health Care for the Homeless, and Clark County Social Service. Other programs that have joined on an irregular

basis include church groups, Social Work students, etc. Together, the Thursday HELP Team works to assess the homeless person's problems, and identify how to help them from a range of solutions (psychiatric, income, substance abuse, job training, etc.)

Health Care for the Homeless Team: The Health Care for the Homeless program sponsored by the Nevada Health Centers has an Outreach Team that regularly visits the chronic homeless “in the bush”, as well as making contact with homeless staying in the streets or public parks. Traveling in a well-stocked van, a Case Manager and a Licensed Practical Nurse provide unsheltered homeless with medical case management, transportation to appointments, medication monitoring – including dispensing and delivery of prescriptions. A second team is planned.

Straight from the Streets: This grassroots organization was formed to specifically address the needs of the chronic homeless who resist services from the established care system. Straight from the Streets performs its street outreach on average five days per week, providing basic needs items such as water, blankets, food and other hand-outs to comprehensive case management and transportation to appointments so that these unsheltered homeless can apply for public benefits from mainstream programs that provide income supports, health care/medications, housing and employment supports. Straight from the Streets averages a case load of approximately 25 “active” cases and provides follow-up services to the nearly 100 chronically homeless placed into permanent housing through this program.

US Veterans Initiative Outreach Team: US Veterans Initiative has an Outreach Team consisting of four (4) full-time permanent staff members who make regular visits to agencies, community-based organizations and parks/public areas within Clark County to educate staff on veteran-specific services and to meet with homeless veterans individually and in groups. This team reaches the homeless veterans and helps to connect them with the services they need.

Teen Outreach: The Dusk to Dawn program of WestCare Nevada focuses on street outreach for youths, aged 10 – 17. They go out to different areas on different nights, but focus on downtown's Fremont Street and along Paradise Road and provide basic hygiene packs, food, blankets, food vouchers to area restaurants, and transportation to shelters when ready.

Faith-Based Food Distribution: There are many faith-based programs that bring sack lunches, hot meals, and/or hygiene kits to homeless individuals in downtown areas and area parks. Many have organized themselves so that they each take a different day of the week, so as to spread out the assistance and offer a consistent presence.

Projects for Assistance in Transitioning from Homelessness (PATH Outreach): The Salvation Army has five outreach workers based in the Safe Haven, but reach out to rural areas such as Mesquite and Pahrump. The PATH Outreach Team goes regularly to these rural areas and interacts with mainstream services located there as well as local providers and also do “desert outreach” in these rural areas.

Salvation Army Community Response Team: Four workers have a goal of getting the unsheltered homeless person enrolled in the appropriate Salvation Army program (drug/alcohol treatment, mental health supports, vocational training, etc.) and then case manage them to self-sufficiency. One staff member is assigned to respond to community-based calls for help for people in alleyways, emergency rooms of hospitals, other shelters, etc.

Key Foundation, and Friends in the Desert: These programs sponsored by nonprofit homeless service providers go out into the parks, “the bush” and/or the areas outside of the “homeless corridor” weekly, bringing food, clothing or services to the chronic homeless, including homeless veterans.

Homeless PACT Team: The Southern Nevada Adult Mental Health Services has a 7-member PACT Team with an alcohol/drug abuse treatment counselor that is stationed in the “homeless corridor” and attends the LVMPD HELP Team’s Thursday outreach trips. The PACT Team is essentially a “hospital without walls” and the chronically homeless individuals receive case management, medications, individual and group therapy, and housing.

PACT, Forensic Case Management, Continuity of Care: The Southern Nevada Adult Mental Health Services (SNAMHS) provides a variety of programs that respond to the special needs of mentally ill individuals within the community. In addition to the Homeless PACT Team discussed above, SNAMHS has other PACT Teams (Program for Assertive Community Treatment) that serve the at-risk of homelessness population (those leaving jails, hospitals or other structured environments). Clients receive the staffing of a psychiatric unit without admission to the psychiatric hospital. Forensic Case Management works in partnership with the legal system to provide emergency supportive services, including service coordination, for the mentally ill offender. The Continuity of Care (COC) program provides services to consumers who may not immediately meet the criteria for case management, intensive case management or PACT, but are in need of emergency case management services and stabilization.

Safe Haven and Salvation Army’s Day Resource Center (DRC): The Salvation Army DRC and its Safe Haven complement outreach teams in that they have open doors so that homeless people enter and leave voluntarily. These Centers offer a place to be off the streets along with restroom facilities, food, a variety of activities, and connections to the larger continuum of care system. If desired, a homeless person can receive case management services and referrals to needed programs. They also will store mental health medications for any homeless individual.

Shade Tree’s Day Shelter: The Shade Tree Emergency Shelter for Women and Children offers a Day Shelter that operates from 8 a.m. to 4 p.m., seven days a week. The Day Shelter provides “street” women and other homeless women and children a safe place to escape the urban environment with access to food, beverages, and all facilities. Supportive services such as a Public Health Nurse and counselors from Family and Child Treatment are offered on-site to a limited degree.

Clark County Social Service: An Outreach Team is assigned to the “homeless corridor” area and makes regular visits to the homeless shelters to assess individuals for financial assistance, medical assistance, job search and placement services, and other services offered by the County. CCSS also has three remote offices for better access to the homeless and those at-risk of homelessness in other areas of town (offices in North Las Vegas, Henderson, and southeast Las Vegas).

Clark County Outreach Team (CCOT): CCOT provides street outreach to HIV/IDU populations and is a partnership between AFAN, Caminar, the Southern Nevada Health District, Community Counseling Center and WestCare Nevada, Inc. This group targets alleyways, gay bars, the “Westside”, anywhere they expect to find intravenous drug users, and often serve unsheltered homeless people.

Clark County School District: The Clark County School District’s Compensatory Education Division administers the Homeless Education Program which contacts shelters, RV parks, motels/hotels, campgrounds and social service agencies to ensure homeless children are enrolled in school and their families have access to resources they need. As part of this function, they are often the first-referring agency for homeless families.

Safe Nest & LVMPD Partnership: Safe Nest/TADC, a battered women’s shelter and resource center, and Metro have teamed up to provide the Crisis Response Team (CRT). This Team pairs a trained volunteer

with a police officer to provide on-site, emergency counseling and case management, including needs assessment and referrals, to women experiencing the aftermath of a domestic violence situation.

Homeless Youth Drop-In Center: The Sanctuary was opened in the southeast area of town in 2002 to offer clothing, blankets, food, coupons to fast-food restaurants and recreational activities on a “no questions asked” basis to build trust with the homeless (runaway and throwaway) population. The Center for Independent Living is located in the “homeless corridor” and offers drop-in services to youth in that area – including meals, education assistance, and on-site shelter for those desiring to leave the streets.

Homeless Connect: A comprehensive one-day event, Homeless Connect, provides access to over 40 public and private programs that can benefit the homeless. Held annually at Cashman Field Convention Center, located just 1.5 miles from the main homeless shelters, between 2,300 – 3,000 homeless persons access housing services, family support services, educational programs, drug or alcohol treatment programs, employment support programs, legal assistance (including the quashing of warrants and providing pro-bono attorneys), primary health care services, a Job Fair, food, blankets and clothing, and other supportive services such as state identification cards at no charge, vaccinations, HIV testing, etc. It is a collaborative effort by member agencies and local businesses, targets all homeless and at-risk individuals, and is the largest effort of its kind in the country.

Obstacles to Serving Homeless

There are three major obstacles to implementing the region-wide approach that is outlined in the 10 Point Plan - the Southern Nevada Regional Housing and Homeless Plan. The first challenge is identifying and securing adequate resources to implement the plan. Increased regional cooperation in joint funding of several projects in the past year indicates increased future support for the creation of a Regional Homelessness Trust Fund as recommended by the 2001 Homelessness Summit. Second, although the community has achieved the functional equivalent of a Regional Homelessness Trust Fund, additional steps and coordination must take place to continuously fund this important regional funding mechanism.

The community faces the inherent complexities in engaging chronically homeless individuals, many of whom suffer from severe mental illnesses. Services for the mentally ill have not kept pace with the rapid growth in Southern Nevada, causing a gap between need and services. The State of Nevada and local government entities have begun to focus attention to the need, resulting in increased mental health outreach. Additional funding commitments will be required by both the public and private sectors to provide sufficient funding to meet the 10 Point Plan’s priorities for enhanced homeless services.

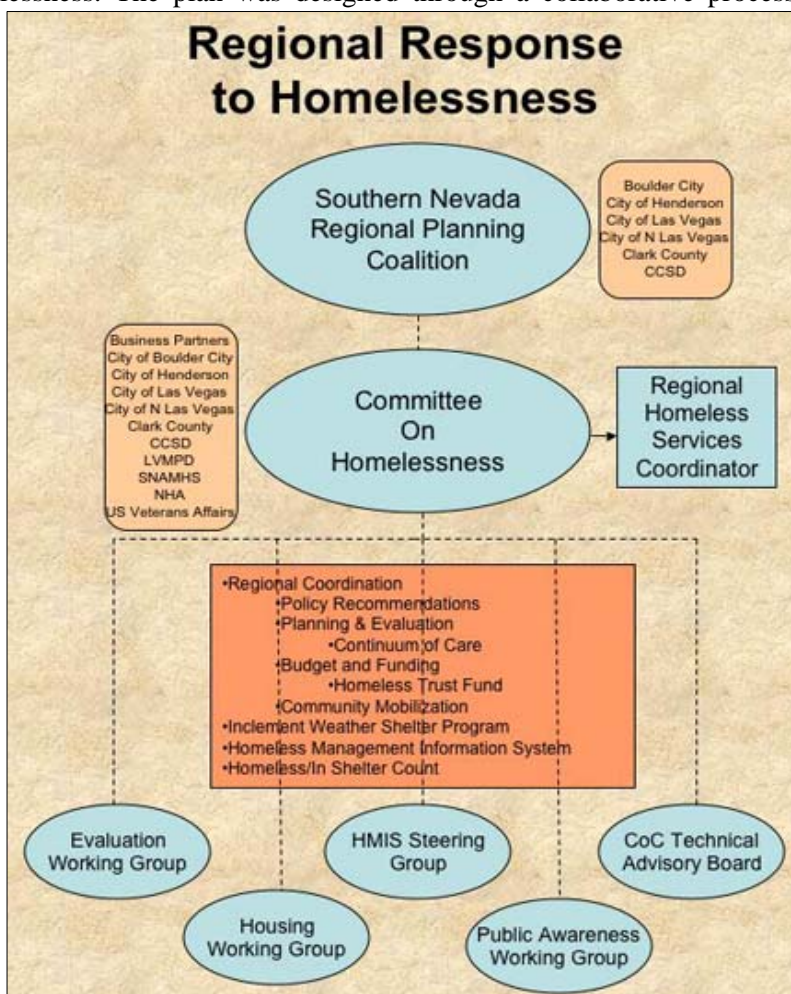
Homeless Strategic Plan (91.215 (c))

Background

On February 22, 2001, the Southern Nevada Regional Planning Coalition (SNRPC) Board established a Homeless Task Force charged with constructing a workable plan to reduce homelessness throughout the region. This task force became the SNRPC Committee on Homelessness (CoH) on September 25, 2003. The membership of the Committee is appointed by the SNRPC and includes designees from each jurisdiction, the Nevada Homeless Alliance, Las Vegas Metropolitan Police Department, Southern Nevada Adult Mental Health Services, United States Veterans Affairs and local business.

The CoH assumed responsibility for developing the proposed regional plan and adopted a planning process on September 16, 2004. The planning process eventually produced *Help Hope Home*, Southern Nevada's regional plan to end homelessness. The plan was designed through a collaborative process engaging local governments, community providers, faith based organizations, local businesses, and committed individuals who recognized a need to address the issues of homelessness. These planning sessions resulted in Southern Nevada developing a plan that focuses on ending the problem of homelessness, rather than managing it. A focus on housing is a top priority of this plan.

The Office of the Regional Homeless Services Coordinator was also created in 2004 to support the Committee on Homelessness by coordinating a regional response to homelessness through collaborative efforts among local government entities and nonprofit service providers. This response depends upon input from all, and a structure was established to demonstrate that commitment. See graphic *Regional Response to Homelessness* which outlines the structure through which the efforts to end homelessness are undertaken.



Plan Development

Over 150 diverse stakeholders participated in planning and focus groups over a ten month period to provide input on gaps in services to the homeless and those at-risk of homelessness. Stakeholders included the homeless, homeless service providers, representatives from the business community, and neighborhood organizations. The gaps analysis identified over 105 gaps in service that were grouped

under 10 priority areas. In June, 2005 the SNRPC and its CoH approved the following ten original points, which became the Southern Nevada Regional Homeless and Housing 10 Point Plan.

- Enhance coordination between non-profit organizations and government
- Prevent individuals and families from becoming homeless
- Provide seamless client services through effective partnerships
- Foster self-sufficiency through access to education, training and employment opportunities
- Increase the availability of stable and affordable housing
- Facilitate the transition from homelessness through intensive case management
- Ensure the availability of basic needs services
- Increase access to medical, dental and vision care services
- Improve the availability of mental health services
- Improve the availability of substance abuse treatment programs

HCP Consortium Homeless Strategic Plan

Building on the Ten Point Plan and after two years of initial planning and infrastructure building, Southern Nevada rolled out the first *Help Hope Home* Business Case in September 2007 for the region. This Implementation Schedule and a detailed Work Plan supports the business case and identifies the strategies, action steps and evaluation methodology to be used to ensure that progress is made toward the overarching goal of ending homelessness. The HCP Consortium, along with other Southern Nevada jurisdictions, will move forward using the information gained from the community planning sessions, local best practices in use and research data that aligns with the needs of the community. The three key strategies to change are:

1. **HELP- Planning for Outcomes** - Design a roadmap for change, including objectives, activities and evaluation plans for each of the key strategies that will drive community outcomes. Build the infrastructure that will deliver services, increase access to housing opportunities and support through increased collaboration and strategic alliances across the region.
2. **HOPE- Closing the Front Door to Homelessness**- Prevent homelessness whenever possible. Improve the availability of prevention programs, expand the types of prevention strategies, and evaluate their effectiveness in preventing homelessness. Provide people at risk for homelessness with wraparound services. Improve access to wraparound mainstream services that link clients to services and community support to keep the client in safe, affordable housing and address health and wellness issues.
3. **HOME- Opening the Back Door out of Homelessness** - Rapidly re-house people who become homeless. Expand the availability of affordable permanent housing and improve access to sustainable housing options. Implement the transition from the existing tiered shelter system to a system that focuses on providing housing.

The HCP Consortium has integrated the *Help Hope Home* plan into this Consolidated Plan, by reference.. The HCP Consortium Homeless Strategic Plan focuses on two parts of the *Help Hope Home* plan, **Closing the Front Door to Homelessness** through prevention and improved access to services, and **Opening the Back Door out of Homelessness** through expanding the availability of a variety of housing options. This focus is based on the eligible uses of the CDBG, ESG and HOME funds that are the major funding sources available through this Consolidated Plan. All *Help Hope Home* documents are available at www.helphopehome.org

Consolidated Plan Outcomes and Objectives

Objectives/Goals	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

HCP CONSORTIUM HOMELESS STRATEGIC PLAN

Availability, Accessibility and Affordability of Housing, Public Services and Facilities for Homeless

Availability/Accessibility of Decent Housing (DH-1) Opening the Back Door out of Homelessness					
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number
DH 1.3	Expand the availability of affordable permanent housing with supportive services for homeless and formerly homeless individuals and families	HOME, LIHTF, Bonds, LIHTC, NSP	2010	Completed units	16
			2011		20
			2012		20
			2013		40
			2014		40
			MULTI-YEAR GOAL		
DH 1.4	Rapidly re-house people who become homeless by maintaining and expanding supply of emergency shelter and transitional housing	ESG, HPRP	2010	People Assisted	3,400
			2011		3,400
			2012		3,400
			2013		3,400
			2014		3,400
			MULTI-YEAR GOAL		
Affordability of Decent Housing (DH-2) Closing the Front Door to Homelessness					
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number
DH 2.3	Prevent homelessness whenever possible. Improve the availability of prevention programs and expand the types of prevention strategies.	ESG, HPRP, County Funds	2010	People Assisted	500
			2011		400
			2012		100
			2013		100
			2014		100
			MULTI-YEAR GOAL		
DH 2.4	Provide people at risk of homelessness with wraparound services to keep the client in safe, affordable housing and address health and wellness issues	ESG, HPRP, County Funds	2010	People Assisted	200
			2011		100
			2012		100
			2013		100
			2014		100
			MULTI-YEAR GOAL		
Availability/Accessibility of Suitable Living Environment (SL-1)					
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number
SL 1.1	Provide homeless individuals and families with services that will help them regain self-sufficiency including job training, GED assistance, health care, child care assistance, transportation assistance, etc.	ESG, HPRP, County Funds	2010	People Assisted	400
			2011		400
			2012		400
			2013		400
			2014		400
			MULTI-YEAR GOAL		

Chronic Homeless

HUD defines a chronically homeless person as:

An unaccompanied individual with a disabling condition who has been:

- Continually homeless for one year or more; or
- Has experienced four or more episodes of homelessness within the past 3 years.

It should be noted that “a disabling condition” in this case is defined as a physical or developmental disability, mental illness, alcohol or drug abuse, depression, Post-Traumatic Stress Disorder (PTSD), HIV/AIDS, or a chronic health condition.

The following are the programs and projects that will be used to address chronic homelessness over the next five years.

- Help Hope Home has identified a number of new housing opportunities that must be created in order to meet current unmet needs, including creating 1084 permanent affordable housing units for first time homeless persons, and 1059 new permanent supportive housing opportunities for chronic homeless. In addition, the plan identifies the needs to create 40 “gateway” housing opportunities, which are part of the overall housing first system. Gateway units are designed to help individuals gain independent living skills before they move into permanent housing in order to increase their chances of being successful living on their own.
- Clark County will continue to provide Tenant-Based Rental Assistance (TBRA) funding to assist in the immediate housing of the chronically homeless mentally ill who are referred to the Southern Nevada Regional Housing Authority by Help of Southern Nevada, Lutheran Social Services, Mohave Mental Health, and Southern Nevada Adult Mental Health Services.
- The local government entities have jointly funded several basic-needs services in the regional planning effort of the CoH, including Winter Shelter beds, the Homeless Management Information System, Summer Shelter (due to extreme heat), and other regional coordination efforts.
- Poverello House, a day site of respite for chronically homeless men, opened a second house in the Henderson area. This house of hospitality offers two hot meals, showers, laundry facilities, games, and camaraderie to the unsheltered, building relationships with them and encouraging them to engage in services. The Henderson house is open to women on Wednesdays.
- Another approach the community has taken to serving the chronically homeless is to ensure a range of shelter options is available – including the free, no-strings shelters and meal programs that assist with meeting the most basic needs of individuals. The Salvation Army and The Shade Tree provided 287 “free, no-strings” emergency shelter beds, and an additional 200 beds are made available through Catholic Charities during the cold winter months. These beds provided basic life-sustaining services with extremely limited behavioral expectations for both the episodically homeless who have experienced a short-term crisis such as employment lay-off, unpaid medical crises, or the break-up of a family, as well as chronically homeless individuals who cannot comply with program rules.
- Catholic Charities at St. Vincent’s Plaza has solidified its continuum of services for the chronically homeless. Participants in the free, no-strings winter shelter and summer day shelter are encouraged to participate in the “Phase One” program which provides low-demand shelter and three meals per day for \$7 per night. “Phase Two” is a Residential Work Program which

assists homeless men to secure day labor, temporary jobs, and full-time permanent positions in the community while providing shelter (with increased privacy and access to other services), meals and transportation assistance. Phase Three includes transitional housing in the St. Vincent/HELP Apartments or placement in one of Catholic Charities affordable housing projects.

- A consortium of veterans groups will continue to host the valley's Stand Down for Homeless Veterans each spring on the US Vets campus. This veteran-specific Stand Down provides veterans with supportive services, a hot meal, camaraderie, and a welcoming introduction to the many services offered in the community for veterans.
- The CoH will continue to sponsor Project Homeless Connect, an annual one day event, which serves over 2,000 homeless individuals annually, including approximately 775 chronically homeless individuals. As a result of their attendance at Project Homeless Connect, clients access services ranging from eye exams to haircuts to clothing to information on various housing and service opportunities in Southern Nevada, including quashing of warrants and special adjudication in an on-site court.
- With property prices decreasing and the number of foreclosed properties, the CoC plans to encourage and assist housing providers in finding funds to purchase these properties to serve as permanent housing for our chronically homeless. The CoC continues to work with providers to develop permanent housing units for chronically homeless. The CoC will continue to work closely with the jurisdictions receiving NSP funds in order to provide opportunities for providers and clients to purchase properties in foreclosure, therefore providing more permanent housing opportunities.

Institutional Structure

Federal, State and Local Agencies

The Office of the Regional Homeless Services Coordinator was also created in 2004 to support the SNRPC Committee on Homelessness by coordinating a regional response to homelessness through collaborative efforts among local government entities and nonprofit service providers. This response depends upon input from all, and a structure was established to demonstrate that commitment. See graphic *Regional Response to Homelessness* which outlines the institutional structure through which the efforts to end homelessness are undertaken.

Non-Profit Organizations

The vast majority of agencies providing housing and services to homeless persons in the region are nonprofit organizations. They have participated in the planning and implementation process through the Regional Plan Focus Groups and the SNRPC Committee on Homelessness and through relationships with local government.

Private Industry Businesses and Civic Organizations

Having the support and involvement of the local business industry and of civic organizations has been an indispensable part of the success of the Continuum of Care system. Many businesses originally became involved in the Homeless Coalition and were aware of homeless issues through their participation in the annual Stand Down for the Homeless (now Project Homeless Connect). Many businesses continue to participate in the Project Homeless Connect on an annual basis and support the Office of the Regional Homeless Coordinator to maximize private support in the fight against homelessness.

Gaps in Institutional Structure

Over the past year several emergency shelter programs had to close due to loss of funding. One program in particular had beds that were being used as detox beds. Another program added emergency shelter beds for households with children. Clark County Social Service experienced an unprecedented increase in the number of people who accessed their services for financial assistance in transitional living situations. In addition, the only women and children emergency shelter in the community re-organized and dedicated additional beds and units to transitional housing. Overall there is still a need for additional emergency shelter.

The institutional response to youth exists through the foster care and juvenile justice system. However, neither is adequate to respond to the needs of homeless unaccompanied youth. There has been enormous progress made in addressing the needs of unaccompanied homeless youth in recent years including the change in state law that allows this homeless subpopulation to receive services from non-profit organizations. However, there are few shelter spaces available to these young people and limited services to assist them.

Nevada State Mental Health, while attempting to serve the mentally ill, has received reduced funding over the past decade. Unfortunately, the population of severely mentally ill continues to increase leaving many severely mentally ill persons homeless and without support or treatment. The non-profit providers of mental health services have not been able to fill the gap in services due to the extent of the problem.

Discharge Planning Policy

Foster Care

The Division of Child and Family Services is responsible for the oversight of all independent living programs in Nevada. The goal of Nevada's Independent Living Program is to provide children making the transition from placement to independence with the skills and resources necessary to make them independent and productive members of society. Nevada's Independent Living Program is a set of services available to all foster youth between the ages of 15.5 until the age of 21. Nevada's Independent Living Program does not refer foster youth to HUD McKinney-Vento funded programs.

The Division considers all eligible foster youth to include those youth who are in the care and custody of the Division, Washoe County Department of Social Services, or Clark County Department of Family Services. The Division considers foster care to be the legal status of the child. The physical placement of the child does not determine the eligibility for independent living services. Independent living services may continue with the child after permanency has been achieved, depending on the needs of the child. There are instances where the youth turns 18 and refuses further services from the Foster Care system or they may runaway and not able to be located. In these cases, the Wardship is terminated.

Health Care

A Health Care workgroup was formed and will continue to meet on a regular basis in order to develop formal discharge protocols for all hospitals throughout the state, with the focus being on safe, stable housing upon discharge into non-HUD McKinney-Vento funded programs. Those represented in the planning group are the Clark County Hospital and Medical Centers, Saint Marys Regional Medical Center/CHW in Reno, private for profit and non-profit hospitals throughout the state, various health

centers throughout the state, non-profit homeless providers throughout the state and CoC representatives from each continuum within the State of Nevada.

Mental Health

A Mental Health workgroup was formed from the Statewide Discharge Planning Summit held in 2007. This group has met on a regular basis and is developing formal discharge protocols for all mental health and substance abuse facilities throughout the state, with the focus being on safe, stable housing upon discharge into non-HUD McKinney-Vento funded programs. Clients admitted to the mental health inpatient system are assigned a Social Worker to facilitate discharge to a safe environment. The Social Worker begins their discharge process at the time of admission. The client is assisted in securing identification and any other documentation necessary upon discharge. The Social Worker assesses the clients discharge needs, refers the client to outpatient services, identifies and mobilized community resources and ensures client has the necessary appointments and aftercare needs met. Reconciliation with family members is encouraged whenever possible and transportation is provided to reunite clients with family and friends who may be in a different geographic area.

The Mental Health and Substance Abuse Discharge workgroup is meeting on a regular basis to develop formal protocols that will be consistent throughout the State of Nevada.

Corrections

A Corrections workgroup was formed from the Statewide Discharge Planning summit held in 2007. The CoC applied to HUD and was granted TA around corrections discharge. The Corrections workgroup has plans to aggressively address issues around discharge planning in order to develop formal discharge protocols for all correctional facilities throughout the state, with the focus being on safe, stable housing upon discharge into non-HUD McKinney-Vento funded programs. The CoC coordinator is a member of the newly formed Statewide Prisoner Re-entry Coalition that is the working group for the Governor appointed Statewide Re-entry Task Force.

Clark County and the City of Las Vegas Detention and Enforcement have been working jointly to implement a discharge plan for the homeless inmates. This plan and its implementation are in the "pilot phase" prior to formalization of the policy.

The Department of Corrections (DOC) for the State of Nevada has policies and procedures in place to ensure that persons leaving publicly funded institutions or systems of care do not end up homeless when discharged from the facility. Nevada Revised Statutes, states that the Director of the Department of Corrections (DOC) may enter into contracts with one or more public or private entities to provide services, as necessary and appropriate, to offenders or parolees participating in a program

ATTACHMENT B

SNRPC REGIONAL HOMELESS AND HOUSING PLAN

(SNRPC Regional Ten Point Plan)

10 Point Plan

Southern Nevada Regional Homeless and Housing Plan

Mission: A coordinated regional approach to assist individuals and families achieve stable and sustainable lives.

Enhance coordination between non-profit organizations and government

- Promote diversification of funding sources
- Promote enhanced collaborations
- Develop higher performance standards for funded entities
- Create intergovernmental partnerships
- Improve communication among governmental and non-profit entities
- Increase education regarding homeless issues
- Ensure vendor accountability for funded services

Prevent individuals and families from becoming homeless

- Raise education and awareness of early warning signs that lead to homelessness
- Coordinate access to a network of available services for at-risk subpopulations
- Provide flexible payment and funding standards to assist at-risk households

Provide seamless client services through effective partnerships

- Support implementation of shared technology
- Develop system for seamless delivery of programs and services

Foster self-sufficiency through access to education, training and employment opportunities

- Support adult and alternative education/employment services that coordinate with local entities and providers
- Foster skill-building services to ensure client job retention/advancement

Increase the availability of stable and sustainable housing

- Support and increase housing options for homeless from emergency shelter to permanent housing
- Promote valley-wide acquisition, rehabilitation, or new construction of permanent affordable housing
- Create regional strategy for low-income housing

Facilitate the transition from homelessness through intensive case management

- Improve coordination and availability of case management
- Implement coordinated Homeless Management Information Systems (HMIS)
- Promote case management outside of traditional settings and service hours
- Improve quality and accuracy of information and referral services

Ensure the availability of basic needs services

- Support programs that enable basic hygiene, adequate diet and activities of daily living
- Support housing and services with preference to homeless special needs subpopulations
- Create self-sufficiency monitoring plans for clients entering/ exiting shelter programs
- Identify additional transitional supportive housing units
- Enhance partnerships with law enforcement
- Develop drop-in centers throughout the region that include access to services

Increase access to medical, dental and vision care services

- Provide support services sensitive to the needs of medically frail homeless individuals
- Pursue partnerships and funding for dental and vision services
- Support coordination of discharge planning and follow-up care between hospitals and homeless services
- Fully utilize funding opportunities to provide services for HIV/AIDS homeless individuals

Improve the availability of mental health services

- Support efforts to increase funding for mental health services for the homeless
- Support additional funding for housing for individuals served by the mental health system
- Ensure financial support for a mental health triage center
- Develop processes to facilitate coordination between the mental health triage center and homeless services

Improve the availability of substance abuse treatment programs

- Support seamless services between treatment programs and housing
- Support efforts to increase funding for substance abuse services for the homeless

ATTACHMENT C

HUD'S OUTCOME PERFORMANCE MEASUREMENT

Outcome Performance Measurement System

for HUD's Community Planning and Development (CPD)

Formula Grant Programs

(CDBG, HOME, ESG, HOPWA)

The information and guidelines outlined in this appendix are from FFY2007; no additional information has been made available by HUD concerning changes to the Performance System.

The Government Performance Results Act (GPRA) and the President's Management Agenda require that all federally-funded programs demonstrate their effectiveness in addressing the stated goals and objectives of the funding program as well as any national or local goals and objectives for investment of public funds. While monitoring Program Outcomes can be very beneficial to making decisions about program design, personnel, and resource investment, and helps to build high-performing programs, it is important to note that measuring Program Outcomes is becoming a life-or-death matter for HUD's formula block grant programs. An OMB review of three of HUD CPD's programs found them to be moderately effective or ineffective. This "ineffective" rating played a part in the president's justification for a FY2006 budget proposal to end the CDBG program and transfer its funding to the Commerce Department as part of the Strengthening America's Communities Initiative.

To counter any future attempts to un-fund the CDBG program, or CPD's other formula grant programs, HUD has instituted an Outcomes Performance Measurement System. The System was devised by a working group of national housing advocacy agencies, key HUD and OMB staff, and grantees. The goal of the System is to explain how the CPD formula grant programs help families and communities, and to create a common system that can be used by all grantees across the nation to gather data in a consistent manner, so that HUD can aggregate the data on the national level, and OMB can understand the impact of CDBG, HOME, ESG and HOPWA funding on low-income households and local communities.

Formula grant programs such as CDBG with broad goals are particularly difficult to review due to the many types of eligible activities (new construction, renovation, acquisition/rehab, public services, case management of clients, infrastructure improvements such as sewer or water lines, community health and safety issues such as removing slum and blight or building fire stations, etc.). The challenge has been to create a way for HUD grantees and subgrantees to report on their individual program outcomes, while simultaneously participating in a nationwide reporting process. The resultant system attempts to maintain program flexibility and reflect a bottom-up approach to project development by grantees; to differentiate CPD programs from other federal programs that fund similar activities; to reflect true program(s) purpose; and most importantly, the system had to allow for "roll-up" of data to national level to show accomplishments and value.

The following pages have information provided by HUD specific to homeless-targeting services. Following that are copies of the technical assistance instructions for the Performance Measurement System.

Exhibit 6-1
Suggestions for Choosing an Objective and Outcome:
Homeless Housing and Support Activities

Outcome ► Objective ▼	Availability / Accessibility	Affordability	Sustain- ability
Suitable Living Environment	Activities that increase access or availability to shelter or a service that will improve the beneficiary's living environment <i>Examples:</i> <ul style="list-style-type: none">▪ <i>Emergency Shelter;</i>▪ <i>Transitional housing program;</i>▪ <i>Street outreach to chronically homeless persons;</i>▪ <i>Basic Needs; or</i>▪ <i>Essential services (mental health counseling, substance abuse treatment, case management, etc.)</i>		Sustainability refers to a geographical boundary/area or business development, and does not apply to homeless-targeting projects
Decent Housing	Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability). <i>Examples:</i> <ul style="list-style-type: none">▪ <i>Operating subsidies for rental units targeting homeless persons with mental illness</i>▪ <i>TBRA subsidies for homeless persons with a disability who could not otherwise access housing in that neighborhood or of that quality</i>	Housing activities focused primarily on making the housing units affordable. <i>Examples:</i> <ul style="list-style-type: none">▪ <i>Homeless prevention assistance (not targeted for a subpopulation); or</i>▪ <i>Deeply subsidized rehabilitation of rental units designed to lower rental payments for any extremely low-income persons</i>	
Creating Economic Opportunities	Not applicable to homeless-targeted projects, as this objective refers to community development activities that are aimed at sustaining or increasing the level of business activity in a community, with job and income growth being the priority goals of such activities.		

Key Issues in Data Collection

For **all funded activities**, Subrecipients must provide an **unduplicated count of the individuals served by the project throughout the year**. Data collection can be challenging – particularly for emergency shelters, soup kitchens, and other basic-needs programs where clients are transient and the length of contact with clients is extremely short-term. As a result, it is particularly important for providers to incorporate data collection into their daily processes so that data collection does not become onerous to the provider or beneficiaries.

Emergency Shelter or Transitional Housing Projects

Projects providing emergency shelter or transitional shelter/housing are required to report the total number of adults and children served on an annual basis. Remember, this should be an actual unduplicated count, not an estimate or point-in-time count. This means that regardless of how many nights a person stays in a shelter, they are counted once. For example, if Mary Johnson stays in Jane's Shelter for 60 nights, she is counted as one person served – not 60.

When funds are to support the *Operations of the Shelter Facility*: the following data is also required on the number of individuals assisted, broken down by:

- Number of unduplicated persons who have (a) new access to the service, OR (b) improved access, OR (c) has access to a service that is no longer substandard

- The number of households served by household type

ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES):

Unaccompanied 18 and over.... Male: _____ Female: _____ Totals: _____

Unaccompanied under 18 (youths)... Male: _____ Female: _____ Totals: _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS W/ CHILDREN, HEADED BY:

Single 18 and over Male _____ Female: _____ Total: _____

Single under 18..... Male _____ Female: _____ Total: _____

Two Parents 18 and over..... Total: _____

Two Parents under 18.....Total: _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS W/ NO CHILDREN.....Total: _____

- The number of persons served by special need category. *Persons that fit more than one category should be listed in all applicable categories.*

Chronically Homeless (Emergency Shelter Only): _____

Severely Mentally Ill: _____

Chronic Substance Abuse: _____

Other Disability: _____

Veterans: _____

Persons with HIV/AIDS: _____

Victims of Domestic Violence: _____

Elderly: _____

- The number of persons served by facility type (Barracks, Group/Large House; Scattered Site Apartments; Single Family Detached House; Single Room Occupancy; Mobile Home/Trailer; Hotel/Motel; Other)
- The number of persons served by race and ethnicity

Overnight emergency shelters (i.e. those that are open at night only and operate on a first-come, first-serve basis), soup kitchens, food or clothing distributors, and day programs will have to think more carefully about how to collect data. It may be necessary to develop a short intake form that staff and/or beneficiaries can complete upon entry into the shelter or upon receipt of service. This may then be analyzed on a regular basis to de-duplicate the numbers served, so that by year-end, an unduplicated count of persons assisted (whether it be a one-time assistance or multiple assistances) can be reported.

The report of number of individuals served in a year must be compiled at year's end, **and cannot be generated based on the aggregation of monthly or quarterly reports**. This is because of the need to get an unduplicated count of the persons served; only by compiling the report at year-end can the provider know that an individual consumer did not use services in more than one month or quarter. For example, John Smith may use shelter services in October and again in January. If quarterly reports are aggregated, the shelter will over-report the number of persons served for the year.

Homeless Prevention Projects

Projects providing homeless prevention services must report the total number of adults and children served on an annual basis, and also:

- Income levels of persons or households, broken down to 30%, 50% or 80% of Area Median Income (AMI)
- The number of persons served who came from shelters or the street (as opposed to those unstably housed and receiving eviction notices or moving from one rental into another, affordable rental) AND of those, how many were considered chronically homeless
- The number of persons served by race and ethnicity
- The number of persons served by Security Deposits
- The number of persons served by Rental or Utility Assistance

Essential, Supportive Services

Projects providing supportive services to homeless persons *not residing* in their emergency or transitional shelter are required to report the total number of adults and children served on an annual basis. (Note: it is a pre-requisite of funding for shelter operators that clients be assisted with basic case management and other assistance to move into permanent housing). In addition, these projects must report

- Number of unduplicated persons who have (a) new access to the service, OR (b) improved access, OR (c) has access to a service that is no longer substandard
- Income levels of persons or households, broken down to 30%, 50% or 80% of Area Median Income (AMI)
- The number of persons served by race and ethnicity
- Note that HUD and the County assume persons being served in emergency or transitional shelter are also receiving assistance in obtaining appropriate supportive services, including permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living, including accessing other federal, state, local or private assistance available for such individuals.

Chapter 2: Overview of the CPD Outcome Performance Measurement System

Chapter 2 provides an overview of the CPD Outcome Performance Measurement System. It describes what activities the system covers, how the system is organized, and what the grantee must do in order to use the system. The chapter further describes the key reporting classifications of the system—the activity objectives, outcomes, and indicators of activities. A glossary at the end of the chapter includes definitions of key terms used in the system.

Types of Activities

The CPD Outcome Performance Measurement System is organized around the major types of activities funded by CDBG, HOME, HOPWA, and ESG. The following activities are covered by the system. Each is discussed in further detail in subsequent chapters:

- ☐ Housing;
- ☐ Economic development;
- ☐ Homeless housing and support;
- ☐ Housing for persons with AIDS;
- ☐ Public services;
- ☐ Public facilities; and
- ☐ Geographic-based revitalization efforts.

Highlights of the System

The final framework adopted by the CPD Performance Measurement Working Group reflects intensive discussion, research, and analysis over an 18-month period to meet the goals and adhere to the guiding principles it established for the system. The key features of the system include:

- ☐ **Common performance measures that apply to all four programs:** The measures of program performance that are incorporated into the system are structured by type of activity, rather than by program. This feature means that for activities common across several programs (e.g., housing rehabilitation) the same performance data is collected regardless of the source of funds.
- ☐ **Outcome measures are driven by local intent:** The system recognizes that the same activity may be undertaken for different purposes and to achieve different types of results. With this system, grantees can specify their program intent and the type of outcomes that they anticipate for an activity.

- ☐ **Indicators that use data commonly collected by grantees:** The indicators used by the performance measurement system are based on data that are readily gathered by grantees, regardless of size or administrative capacity.
- ☐ **Data collected from all grantees will enable HUD to roll up results to a national level:** The system focuses on a limited set of performance indicators and data items that are required of all grantees. The use of a single standardized set of data, regardless of variation in local program design, means that HUD can readily “roll up” the results reported by grantees from across the country into a set of overall national results by program.

Key Components of the CPD Outcome Performance Measurement System

In varying degrees of specificity, most grantees have a stated purpose for program activities they choose to undertake. It is only logical that these activities be evaluated based on how well they meet the intended purposes. For this reason, the CPD Outcome Performance Measurement System is designed to capture the state and local program purposes, and then to generate certain performance indicators that measure the activity’s success at achieving the intended purpose.

There are three main components to the CPD Outcome Performance Measurement System:

- ☐ Objectives;
- ☐ Outcomes; and
- ☐ Indicators.

A list of commonly asked questions on objectives, outcomes, and indicators is provided as Appendix 3 to this guidebook.

Using the System – A Brief Overview of Key Actions for Grantees

To understand the key components of the system, it is helpful to begin with a brief overview of how grantees will use the system. For each activity that a grantee plans and ultimately funds, the grantee will need to:

1. **Determine the goal of the activity.** This task is performed both when grantees prepare their Consolidated Plan submissions (i.e., Strategic Plan or Annual Action Plans) and make a decision to fund an activity.
2. **Select one objective and one outcome that best reflect the goal or purpose of the activity.** This task also is performed when grantees prepare their Consolidated Plan submissions and make a decision to fund an activity.
3. **Indicate the corresponding objective and outcome for an activity** when setting up the activity in IDIS; and

4. **Report on the applicable indicators** regularly in IDIS and when completing an activity in IDIS.

The CPD Outcome Performance Measurement System focuses on activity level data as that term is used in IDIS. The activity type (and national objective for CDBG-assisted activities) will generally dictate which outcome indicator fields will need to be completed.

When the grantee sets up an activity in IDIS, the CPD Outcome Performance Measurement System will require the grantee to select from a list of predetermined objectives and outcomes. Objectives and outcomes will help define the grantee's intended purpose for the activity it is funding. For each activity, grantees must choose one of the three objectives that best fits the purpose of the activity based on the type of activity, funding source, and local program intent. Once the grantee has chosen the appropriate objective for its activity, it must then choose the outcome that best reflects what it is seeking to achieve based on the purpose of the activity.

The objectives closely mirror the statutory objectives of each program and, therefore, grantees can only select the one objective that the activity is intended to meet. To avoid diluting data with too much information, grantees must choose one of three outcomes, depending on which outcome is most appropriate for their activity. While it may be the case that a grantee feels that two or even all three outcomes are equally important to its activity, it must select only one for the purpose of IDIS data entry. However, a grantee may indicate more than one proposed outcome for an activity in the narratives for its Consolidated Plan or Annual Action Plan and its reporting.

Objectives

The CPD Outcome Performance Measurement System offers three possible objectives for each activity. These objectives are based on the broad statutory purposes of the four CPD programs:

- ☐ **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
- ☐ **Providing Decent Housing** covers the wide range of housing activities that are generally undertaken with HOME, CDBG, or HOPWA funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

- ❑ **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.¹

The objectives are framed broadly to capture the range of community impacts that occur as a result of program activities. Grantees can use the framework of the CPD Outcome Performance Measurement System as a basis for developing their own local system and incorporate more specific objectives that reflect their local priorities. However, for HUD, it is important that grantee activities be mapped to one of these three objectives so that HUD can describe the results of the four programs at a national level.

TIP

*When selecting an **objective**, ask:*

What is the purpose of the activity?

What is the larger community need that I am seeking to address?

Outcomes

The second component of the system – outcomes – is closely related to the objectives. The program outcome helps further refine the grantee's objective and is designed to capture the nature of the change or the expected result of the objective that a grantee seeks to achieve. Outcomes correspond to the question "What is the **type** of change the grantee is seeking? Or what is the expected result of the activity?"

TIP

*When selecting an **outcome**, ask:*

What type of change or result am I seeking?

The Performance Measurement Working Group considered a wide range of reasons why a grantee might fund activities and narrowed the outcomes down to the following three:

- ❑ **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.
- ❑ **Affordability** applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a low

¹ The objective "Creating Economic Opportunity" is unlikely to be used for housing activities supported with HOME, HOPWA, or ESG funds.

interest loan program might make loans available to low- and moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Another example might be a subsidized day care program that provides services to low- and moderate-income persons/families at lower cost than unsubsidized day care.

- ☐ **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Remember, the same activity can be categorized in different ways, depending on the local intent. For example, a rental rehabilitation program may be offered to increase the supply of affordable housing units for large families. The outcome for the program would be "Availability/accessibility" since the nature of the change is to make additional larger units available in the housing market. In a different jurisdiction, a rental rehabilitation program might provide a development subsidy for the rehabilitation of large units for the purpose of lowering the cost of housing or to provide decent and safe housing in a particular neighborhood or community for larger families. There, the primary outcome would be "Affordability."

To avoid diluting data with too much information, grantees must choose one of three outcomes, depending on which outcome is most appropriate for their activity. While it may be the case that a grantee believes that two or even all three outcomes are equally important to its activity, it must select only one outcome.

It is important to note that 'sustainability' is specifically tied to activities that are designed for the purpose of ensuring that a particular geographic area as a whole (such as a neighborhood) becomes or remains viable. It is targeted at supporting a specific physical location. On the other hand, 'availability' is related to making services, infrastructure, housing, or shelter available or accessible to individual residents/beneficiaries. Also, although the term 'accessibility' also refers to access for persons with disabilities as an outcome, it is intended to mean increased access to various services, housing units, or facilities.

Using the framework shown below in Exhibit 2-1 and data reported by grantees, HUD will generate national outcome statements to describe the aggregate impact that local program activities are achieving. Exhibit 2-2 below provides examples of individual national outcome statements.

Exhibit 2-1: Link between Objectives, Outcomes, and Outcome Statements

	Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
Objective #1 Suitable Living Environment	Accessibility for the purpose of creating Suitable Living Environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
Objective #2 Decent Housing	Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
Objective #3 Economic Opportunity	Accessibility for the purpose of creating Economic Opportunities	Affordability for the purpose of creating Economic Opportunities	Sustainability for the purpose of creating Economic Opportunities

These outcome statements will help the grantee to demonstrate the results its program is making at the local level and help HUD to demonstrate how Federal funds are being used to make a difference at the national level.

Indicators

Once the grantee has established the program purpose (objective), and intended result (outcome), the next step is to identify how to measure progress toward achieving the intended results. The IDIS system simplifies this job by identifying the indicators the grantee must report on. Some are common indicators that will be reported for nearly all program activities. Others are activity-specific indicators that are relevant only for the specific activity the grantee is undertaking.

Grantees will be required to report on the indicators that are applicable to the individual activities that they fund. An activity does not have to report on all the indicators that could be achieved, but data on all of the indicators that describe the results of their activity must be reported.

Exhibit 2-2: CPD Outcome Performance Measurement System - Outcome Statements

The following outcome statements are examples of how HUD will be able to use the information reported in IDIS, using the outcomes and indicators in the Outcome Performance Measurement System, to generate reports that can produce outcome statements similar to those shown in the attachment.

Outcome Statement for Senior Public Services and Senior Public Facilities Activities

In FY 2004, the CDBG program provided access to affordable services and facilities for over 2.4 million of our nation's 36 million senior citizens, 4 million of whom lived at or below the poverty level. CDBG funding provided new access to services for 700,000 seniors, improved access to services for over 1.1 million seniors, and improved the quality of services for 600,000 senior citizens creating more suitable living environments and more viable communities for elderly individuals whose median annual income nationwide was \$23,787. The CDBG program assisted 1.6 million of those senior citizens by supporting public services, such as meals on wheels and operating costs of senior transportation, senior health clinics, and other programs; the program assisted nearly 800,000 seniors through the construction and rehabilitation of senior centers and other facilities devoted to providing essential services to our elderly population.

Outcome Statement for Owner-Occupied Housing Rehabilitation

In FY 2004, the CDBG program rehabilitated 138,000 owner-occupied homes for the purpose of sustaining decent affordable housing. 32,000 housing units, previously considered substandard according to local codes, were brought up to local standards as a result of the CDBG-funded rehabilitation. Over 12,000 housing units were brought into compliance with lead safety rules: 5,000 units met International Building Code Energy Standards; and 1,000 units met Energy Star standards. Other Federal programs subsidized 200 of these units, while state or local programs subsidized 78.

Outcome Statement for Jobs

In FY 2006, grantees used \$400 million in CDBG funds to create economic opportunity across America by assisting 7,000 businesses, of which 4,000 provide needed goods and services to low-and moderate-income communities. These 7,000 businesses created 75,000 new full-time employment opportunities and 12,000 of those positions went to unemployed persons. Of these newly created jobs, 33,000 of these positions provide employer-sponsored health care benefits thereby increasing access to quality health care for individuals obtaining those jobs. The creation of these 75,000 jobs represents a significant contribution toward the total of 3.3 million new jobs reported by the Bureau of Labor Statistics as having been created nationwide in FY 2006.

Outcome Statement for Public Facilities

In FY 2004, the CDBG program provided new (first-time) access to a potable public water supply system for 155,000 persons, providing accessibility to a suitable living environment for these citizens. 95,000 of these citizens were low-and moderate-income persons. 125,000 of these persons were assisted through a combination of CDBG and other Federal program resources.

The CDBG program also provided for the rehabilitation of existing public water supply systems that benefited 85,000 persons; 65,000 of these were of low-and moderate-income. 55,000 of these persons were assisted through a combination of CDBG and other Federal program resources. Having access to an improved public water supply provided citizens with a sustained suitable living environment.

Outcome Statement for Homeownership

In FY 2004, the CDBG program provided new (first-time) access to homeownership units through the construction, acquisition, or rehabilitation of homeownership units for 15,000 persons, providing accessibility to decent housing for these citizens.

The CDBG program also directs financial assistance to first-time homebuyers for 100,000 persons, which included 40,000 minority households.

* Please note that for the HOME Program, the default setting in IDIS for objectives will be "decent housing" and for outcomes "affordability."

Common Indicators

There are four common indicators that are relevant for most activities. The system requires the grantee to report on these data elements for nearly all program activities. Note, however, that depending on the source of funds for the activity (HOME, CDBG, HOPWA, or ESG), the grantee may be required to report on different levels of specificity, or in some cases, the grantee may not be required to report on every element listed below:

- ☐ Amount of money leveraged from other Federal, state, local, and private sources, per activity.
- ☐ Number of persons, households, businesses, units or beds assisted, as appropriate.
- ☐ Income levels of persons or households by: 30 percent, 50 percent, 60 percent or 80 percent of area median income.
 - Reported income targeting will vary, in accordance with the applicable program requirement. However, grantees will not be required to collect any income data that goes beyond what is currently required.
 - For CDBG activities that benefit an area, the data reported for that activity will need to show the total number of persons served and the percentage of low- and moderate-income individuals served.
 - Under the State CDBG Program, grantees currently need to report beneficiaries by the CDBG income levels for all activities other than administration and some planning. Note that these current requirements will change when the Phase I re-engineered IDIS is implemented.
- ☐ Race, ethnicity, and disability data for activities that currently report these data elements.
 - Under CDBG Entitlement Communities Program, race/ethnicity data is required only when the activity is specifically undertaken to directly benefit persons or households, such as job creation activities or housing rehabilitation. Race and ethnicity data is **not** required for activities under the CDBG low- and moderate-income area benefit, slum/blight, or urgent need national objectives.

- Under the State CDBG Program, grantees are currently required to report on race/ethnicity for all activities other than administration and some planning activities. Note that these current requirements will change when the Phase I re-engineered IDIS is implemented.
- Grantees will not be required to collect any race/ethnicity data beyond what is currently required.

Specific Indicators

In addition to the common indicators that are used for all program activities, there are 18 major activity-specific indicator categories as shown in Exhibit 2-3 below. These indicators cover most activities carried out under the four Con Plan programs including housing, services for homeless individuals and families, public facilities/infrastructure, public services, and economic development activities. The complete set of indicators is listed in the March 7, 2006 *Federal Register* Notice, provided as Appendix 2 of this guidebook.

For each indicator category, there are several required data items that measure key characteristics of activities performed. For example, the data items for housing indicators capture the income levels of the households served, physical condition of the housing, whether the housing serves people who were previously homeless, and key features of the housing such as energy efficiency and safety from lead-based paint hazards. These characteristics help capture the extent to which an outcome is achieved.

The grantee is required to enter data only on indicator items that are relevant to the type of activity it undertakes, the intent of the activity, and for CDBG activities, the national objective. Current data collection requirements for each program remain unchanged. The applicable indicators are automatically generated by IDIS when the indicator is a requirement of the program funding the activity.

Exhibit 2-3: CPD Performance Measurement Indicators

- ☐ **Public facility or infrastructure:** This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- ☐ **Public service:** This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- ☐ **Targeted revitalization:** This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- ☐ **Commercial façade treatments or business building rehabilitation:** This indicator shows the number of commercial façade treatments undertaken and the number of business buildings that were rehabilitated.
- ☐ **Brownfields remediated:** This indicator shows the number of acres of brownfields that were remediated.
- ☐ **Rental units constructed:** This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- ☐ **Rental units rehabilitated:** This indicator shows the number of affordable rental units rehabilitated, as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- ☐ **Homeownership units constructed or acquired with rehabilitation:** This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- ☐ **Owner occupied units rehabilitated:** This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.

Exhibit 2-3: CPD Performance Measurement Indicators

- ☐ **Direct financial assistance to homebuyers:** This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and downpayment assistance/closing costs.
- ☐ **TBRA:** This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- ☐ **Homeless shelters:** This indicator shows the number of homeless persons given overnight shelter.
- ☐ **Emergency housing:** This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- ☐ **Homeless prevention:** This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- ☐ **Jobs created:** Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created [using Economic Development Administration (EDA) classifications] and the number of persons unemployed before taking the job.
- ☐ **Jobs retained:** Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications).
- ☐ **Business assistance:** This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- ☐ **Businesses providing goods or services:** This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.

Using the CPD Outcome Performance Measurement System – A Review of Key Actions for Grantees

As introduced above, there are four key types of actions that grantees and their partners need to take when using CPD Outcome Performance Measurement System:

- ☐ Determine the intent (or goals) of their program activities;
- ☐ Select objectives and outcomes;
- ☐ Record objectives and outcomes in IDIS; and
- ☐ Report on indicators in IDIS.

Determine Intent

Grantees design their programs to address priority local needs. To meaningfully capture the results of local activities funded by the four formula grant programs, the Working Group determined that the system had to allow grantees to specify their intent when choosing their activities.

Select Objectives and Outcomes

To provide a means to capture the intent of state and local grantees, the system asks grantees to identify a corresponding objective and outcome for each activity they fund using funds from one or more of the four programs.

The grantee will determine which of the objectives and outcomes are relevant based on locally determined needs and priorities. For states, grantees have the option of choosing the objectives and outcomes themselves, or allowing local recipients to choose. This option is discussed further in Chapter 11.

The grantee incorporates these objectives and outcomes into its Annual Action Plans, and ultimately into its five-year Consolidated Plan. This will allow the grantee to monitor its objectives and outcomes over time and ensure it is utilizing funding to achieve its objectives.

Record Objectives, Outcomes, and Indicators in IDIS

Grantees enter the same corresponding objectives and outcomes for each of their activities in IDIS at the time an activity is set up, and then report in IDIS on the indicators that are relevant to these individual activities.

Glossary of Common Terms

Activity: This term has the meaning discussed in Chapter 2 of the IDIS Reference Manual.

CPD Outcome Performance Measurement System: A system to track and report outcomes and program results in a standardized way, across the four programs covered by the Consolidated Plan (CDBG, HOME, ESG, and HOPWA).

Objective: Objectives reflect the purpose of a program or activity. Grantees design their programs based on the objectives they establish in response to their local needs and goals.

Outcomes: Outcomes refer to the benefits to the public/program participant that are *external* to the program. Measuring outcomes helps the grantee answer the question "What effect has the program had on its participants or the community?" Outcomes typically relate to a change in condition, status, attitudes, skills, knowledge, or behavior. Examples of outcomes include improved quality of life for program participants, increased housing stability, improved quality of the local housing stock, increased customer satisfaction, or revitalization of a neighborhood.

Indicator: Indicators are data elements that are measured in order to identify whether an outcome is occurring or not; i.e., whether a program is achieving its outcomes.

Outcome Statement: An outcome statement connects each outcome to an overarching objective to produce a statement that can be used to document results of program activities and develop narratives for HUD.

GPRA: The Government Performance and Results Act of 1993 directly links Congressional decision-making on program spending to the effectiveness and efficiency of programs in achieving statutory objectives.

PART: The Program Assessment Rating Tool is an OMB management tool used to assess and improve program performance so that the Federal government can achieve better results. The PART Review identifies a program's strengths and weaknesses to inform funding and management decisions to make the program more effective over time.

Project: This term has the meaning discussed in Chapter 2 of the IDIS Reference Manual.

ATTACHMENT D

MODELS FOR INTEGRATING MAINSTREAM PROGRAMS

Models for Integrating Mainstream Programs

General Strategies for Integrating Mainstream Programs

- Place a homeless housing liaison staff person, who can help homeless people connect to mainstream services and liaison with local non-profit service providers, in regional public assistance offices.
- Generate and maintain weekly updated homeless client lists so shelters and service providers can work to match clients' needs with mainstream services.
- Provide case managers to accompany the homeless to mainstream program offices and help in the eligibility process.
- Provide for 24-hour centralized intake and assessment.
- Facilitate enrollment in mainstream programs through collaborative case management.
- Provide physical transportation to program and eligibility sites.
- Liaison with mainstream programs to ensure the most current information on eligibility and procedures are shared.
- Develop a formal service agreement between homeless service providers if clients apply for any services or become eligible to receive services.
- Use a community partnership model to develop relationships between non-profits providers, local mainstream service providers and state departments.
- Create a single intake form to determine eligibility for all mainstream services.
- Verify an individual or household's status on eligibility at the Continuum of Care intake point.

Specific Strategies for Integrating Medicaid & CHIP

- Place Outreach eligibility workers in shelters and transitional housing to assure health program enrollment
- Use one application for Medicaid and CHIP Program
- Provide transportation to enrollment sites.
- Place insurance eligibility personnel in Health Centers.
- Train staff to conduct extensive outreach at area shelters.
- Enter into a written agreement to develop a formal referral system for homeless clients.
- Place eligibility workers at Continuum of Care entry points.

Specific Strategies for Integrating Mental Health Block Grant & Substance Abuse Block Grant

- Conduct mental health assessment during intake process at shelters.
- Exchange outcomes of services, between homeless providers and mental health/substance abuse providers.

- Target outreach to individuals who are street homeless, chronically mentally ill, and/or chronic substance abusers.
- Make direct referrals for services at intake if services are needed.
- Use a mobile support team for outreach and to bring clients in for mainstream services and case management.
- Enter into a written agreement to train staff of homeless agency on programs and services administered through block grants.
- Identify key contact persons to resolve barriers to services and develop a formal referral system.

Specific Strategies for Integrating Supplemental Security Income

- Utilize a disability advocacy program to assist persons with disabilities.
- Use the advocacy program to connect case managers with homeless persons to help them identify and obtain benefits.

Specific Strategies for Integrating Food Stamps Program

- Distribute information and conduct presentation at shelters, transitional housing, and places where the homeless congregate.
- Enter into a written agreement with local eligibility offices to improve collaboration and develop strategies that will help homeless persons access services more easily.

Specific Strategies for Integrating Employment and Training Services

- Use presentations as a means of outreach to local homeless shelters and transitional housing programs.
- Place mental health, substance abuse, public housing, and public assistance staff on-site at centers.
- Provide case managers to work with clients and training centers to identify barriers to employment.

ATTACHMENT E

**EMERGENCY SHELTER GRANT
PROGRAM REGULATIONS**

to this program, except where funds received under this part are combined with funds from other Federal programs that are subject to the Act.

[59 FR 17201, Apr. 11, 1994]

PART 576—EMERGENCY SHELTER GRANTS PROGRAM: STEWART B. MCKINNEY HOMELESS ASSISTANCE ACT

Subpart A—General

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576.61 Responsibility for grant administration.

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AUTHORITY: 42 U.S.C. 3535(d) and 11376.

SOURCE: 54 FR 46799, Nov. 7, 1989, unless otherwise noted.

Subpart A—General

§ 576.1 Applicability and purpose.

This part implements the Emergency Shelter Grants program contained in subtitle B of title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11371–11378). The program authorizes the Secretary to make grants to States, units of general local government, territories, and Indian tribes (and to private nonprofit organizations providing assistance to homeless individuals in the case of grants made with reallocated amounts) for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain operating expenses and essential services in connection with emergency shelters for the homeless, and for homeless prevention activities. The program is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness.

[61 FR 51548, Oct. 2, 1996]

§ 576.3 Definitions.

The terms *Grantee* and *HUD* are defined in 24 CFR part 5.

Administrative costs means as the term is defined in § 583.135(b) of this part, except that the exclusion relates to the costs of carrying out eligible activities under § 576.21(a).

Consolidated plan means the plan prepared in accordance with part 91 of this title. An approved consolidated plan means a consolidated plan that has been approved by HUD in accordance with part 91 of this title.

Conversion means a change in the use of a building to an emergency shelter for the homeless under this part, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building after conversion.

Emergency shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

Essential services includes services concerned with employment, health, drug abuse, and education and may include (but are not limited to):

(1) Assistance in obtaining permanent housing.

(2) Medical and psychological counseling and supervision.

(3) Employment counseling.

(4) Nutritional counseling.

(5) Substance abuse treatment and counseling.

(6) Assistance in obtaining other Federal, State, and local assistance including mental health benefits; employment counseling; medical assistance; Veteran's benefits; and income support assistance such as Supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;

(7) Other services such as child care, transportation, job placement and job training; and

(8) Staff salaries necessary to provide the above services.

Formula city or county means a metropolitan city or urban county that is eligible to receive an allocation of grant amounts under § 576.5.

Homeless means as the term is defined in 42 U.S.C. 11302.

Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

(1) Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;

(2) Security deposits or first month's rent to permit a homeless family to move into its own apartment;

(3) Mediation programs for landlord-tenant disputes;

(4) Legal services programs for the representation of indigent tenants in eviction proceedings;

(5) Payments to prevent foreclosure on a home; and

(6) Other innovative programs and activities designed to prevent the incidence of homelessness.

Indian tribe means as the term is defined in 42 U.S.C. 5302(a).

Major rehabilitation means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation.

Metropolitan city means a city that was classified as a metropolitan city under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal

year for which emergency shelter grant amounts are made available.

Nonprofit recipient means any private nonprofit organization providing assistance to the homeless, to which a State or unit of general local government distributes emergency shelter grant amounts.

Obligated means that the grantee or State recipient, as appropriate, has placed orders, awarded contracts, received services, or entered similar transactions that require payment from the grant amount. Grant amounts that a unit of general local government or State awards to a private nonprofit organization by a written agreement or letter of award requiring payment from the grant amount are obligated.

Private nonprofit organization means as the term is defined in 42 U.S.C. 11371.

Rehabilitation means the labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs. The term includes where the use of a building is changed to an emergency shelter and the cost of this change and any rehabilitation costs does not exceed 75 percent of the value of the building before the change in use.

Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation.

Responsible entity means as the term is defined in § 58.2 of this title, as applied though § 58.1(b)(3) of this title and § 576.57(e).

State means each of the several States and the Commonwealth of Puerto Rico.

Territory means each of the following: the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, Palau (Trust Territory of the Pacific), and any other territory or possession of the United States.

State recipient means any unit of general local government or nonprofit organization to which a State makes available emergency shelter grant amounts.

Unit of general local government means any city, county, town, township, parish, village, or other general purpose political subdivision of a State.

Urban county means a county that was classified as an urban county

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under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which emergency shelter grant amounts are made available.

Value of the building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the grantee or the State recipient.

[54 FR 46799, Nov. 7, 1989, as amended at 56 FR 56128, Oct. 31, 1991; 60 FR 1918, Jan. 5, 1995; 61 FR 5210, Feb. 9, 1996; 61 FR 51548, Oct. 2, 1996]

§ 576.5 Allocation of grant amounts.

(a) *Territories.* HUD will set aside for allocation to the territories an amount equal to 0.2 percent of the total amount of each appropriation under this part in any fiscal year. HUD will allocate this set-aside amount to each territory based upon its proportionate share of the total population of all territories.

(b) *States, metropolitan cities, urban counties, and Indian tribes.* HUD will allocate the amounts that remain after the set-aside to territories under paragraph (a) of this section, to States, metropolitan cities, urban counties, and Indian tribes, as provided in 42 U.S.C. 11373. HUD will subsequently distribute the amount set aside for Indian tribes under this paragraph as provided in § 576.31.

(c) *Notification of allocation amount.* HUD will notify in writing each State, metropolitan city, urban county, and territory that is eligible to receive an allocation under this section of the amount of its allocation.

[61 FR 51549, Oct. 2, 1996]

Subpart B—Eligible Activities

§ 576.21 Eligible activities.

(a) *Eligible activities.* Emergency shelter grant amounts may be used for one or more of the following activities relating to emergency shelter for the homeless:

(1) Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless;

(2) Provision of essential services to the homeless, subject to the limitations in paragraph (b) of this section;

(3) Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings. Not more than 10 percent of the grant amount may be used for costs of staff;

(4) Developing and implementing homeless prevention activities, subject to the limitations in 42 U.S.C. 11374(a)(4) and paragraph (c) of this section. Grant funds may be used under this paragraph to assist families that have received eviction notices or notices of termination of utility services only if the conditions stated in 42 U.S.C. 11374(a)(4) are met; and

(5) Administrative costs, in accordance with 42 U.S.C. 11378.

(b) *Limitations on provision of essential services.* (1) Grant amounts provided by HUD to units of general local government, territories, or Indian tribes, and grant amounts provided by a State to State recipients, may be used to provide an essential service under paragraph (a)(2) of this section only if the service is a new service, or is a quantifiable increase in the level of a service above that which the unit of general local government (or, in the case of a nonprofit organization, the unit of general local government in which the proposed activities are to be located), territory, or Indian tribe, as applicable, provided with local funds during the 12 calendar months immediately before the grantee or State recipient received initial grant amounts.

(2) Limits on the use of assistance for essential services established in 42 U.S.C. 11374(a)(2) are applicable even when the unit of local government, territory, or Indian tribe provides some or all of its grant funds to a nonprofit recipient. This limitation may be waived in accordance with 42 U.S.C. 11374.

(c) *Limitation on homeless prevention activities.* Limits on the use of assistance for homeless prevention activities established in 42 U.S.C. 11374(a)(4) are applicable even when the unit of local government, territory, or Indian tribe provides some or all of its grant funds to a nonprofit recipient.

[61 FR 51549, Oct. 2, 1996]

§ 576.23 Faith-based activities.

(a) Organizations that are religious or faith-based are eligible, on the same

basis as any other organization, to participate in the Emergency Shelter Grants program. Neither the Federal government nor a State or local government receiving funds under Emergency Shelter Grants programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.

(b) Organizations that are directly funded under the Emergency Shelter Grants program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.

(c) A religious organization that participates in the Emergency Shelter Grants program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct Emergency Shelter Grants funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide Emergency Shelter Grants-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an Emergency Shelter Grants-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

(d) An organization that participates in the Emergency Shelter Grants program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

(e) Emergency shelter grants may not be used for the rehabilitation of

structures to the extent that those structures are used for inherently religious activities. Emergency shelter grants may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, emergency shelter grants may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to emergency shelter grants in this part. Sanctuaries, chapels, or other rooms that an Emergency Shelter Grants-funded religious congregation uses as its principal place of worship, however, are ineligible for Emergency Shelter Grants-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (*see* 24 CFR parts 84 and 85).

(f) If a State or local government voluntarily contributes its own funds to supplement federally funded activities, the State or local government has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, this section applies to all of the commingled funds.

[68 FR 56406, Sept. 30, 2003]

§ 576.25 Who may carry out eligible activities.

(a) *Generally.* As provided in 42 U.S.C. 11373 eligible activities may be carried out by all State recipients and grantees, except States.

(b) *States.* All of a State's formula allocation, except for administrative costs, must be made available to the following entities:

(1) Units of general local government in the State, which may include formula cities and counties even if such cities and counties receive grant amounts directly from HUD; or

(2) Private nonprofit organizations, in accordance with 42 U.S.C. 11373(c).

(c) *Nonprofit recipients.* Units of general local government, territories, and Indian tribes may distribute all or part

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of their grant amounts to nonprofit recipients to be used for emergency shelter grant activities.

[61 FR 51549, 51550, Oct. 2, 1996]

Subpart C—Award and Use of Grant Amounts

SOURCE: 54 FR 46799, Nov. 7, 1989, unless otherwise noted. Redesignated at 61 FR 51550, Oct. 2, 1996.

§ 576.31 Application requirements.

(a) *Indian tribes.* After funds are set aside for allocation to Indian tribes under § 576.5, HUD will publish a Notice of Funding Availability (NOFA) in the FEDERAL REGISTER. The NOFA will specify the requirements and procedures applicable to the allocation and competitive awarding of these set-aside funds to eligible Indian tribe applicants.

(b) *States, territories, and formula cities and counties.* To receive emergency shelter grant amounts, a State, territory, or formula city or county must:

(1) Submit documentation required under this part, part 5 of this title, or any other applicable provisions of Federal law; and

(2) Submit and obtain HUD approval of a consolidated plan that includes activities to be funded under this part. This consolidated plan serves as the jurisdiction's application for funding under this part.

[61 FR 51550, Oct. 2, 1996]

§ 576.33 Review and approval of applications.

(a) *Conditional grant.* HUD may make a conditional grant restricting the obligation and use of emergency shelter grant amounts. Conditional grants may be made where there is substantial evidence that there has been, or there will be, a failure to meet the requirements of this part. In such a case, the reason for the conditional grant, the action necessary to remove the condition, and the deadline for taking those actions will be specified. Failure to satisfy the condition may result in imposition of a sanction under § 576.69, or in any other action authorized under applicable Federal law.

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(b) *Grant agreement.* The grant will be made by means of a grant agreement executed by HUD and the grantee. HUD will not disburse funds before the grant agreement is fully executed.

[54 FR 46799, Nov. 7, 1989, as amended at 60 FR 1918, Jan. 5, 1995. Redesignated and amended at 61 FR 51550, Oct. 2, 1996]

§ 576.35 Deadlines for using grant amounts.

(a)(1) *States.* Each State must make available to its State recipients all emergency shelter grant amounts that it was allocated under § 576.5 within 65 days of the date of the grant award by HUD. Funds set aside by a State for homeless prevention activities under § 576.21(a)(4) must be made available to State recipients within 180 days of the grant award by HUD.

(2) *State recipients*—(i) *Obligation of grant funds.* Each State recipient must have its grant amounts obligated (as that term is defined at § 576.3) within 180 days of the date on which the State made the grant amounts available to the State recipient. In the case of grants for homeless prevention activities under § 576.21(a)(4), State recipients are required to obligate grant amounts within 30 days of the date on which the State made the grant amounts available to the State recipient.

(ii) *Expenditure of grant funds.* Each State recipient must spend all of its grant amounts within 24 months of the date on which the State made the grant amounts available to the State recipient. In the case of grants for homeless prevention activities, State recipients must spend such sums within 180 days of the date on which the State made the grant amounts available to the recipient.

(b) *Formula cities and counties, territories and Indian tribes—Expenditure of grant funds.* Each formula city or county, territory, and Indian tribe must spend all of the grant amounts it was allocated or awarded under § 576.5 or 576.31 within 24 months of the date of the grant award by HUD.

(c) *Failure to meet deadlines.* (1) Any emergency shelter grant amounts that are not made available or obligated within the applicable time periods specified in paragraph (a)(1) or (b) of

this section will be reallocated under § 576.45.

(2) The State must recapture any grant amounts that a State recipient does not obligate and spend within the time periods specified in paragraph (a)(2) of this section. The State, at its option, must make these amounts and other amounts returned to the State (except amounts referred to in § 576.22(b)(6) available as soon as practicable to other units of general local government for use within the time period specified in paragraph (a)(2) of this section or to HUD for reallocation under § 576.45.

[54 FR 46799, Nov. 7, 1989. Redesignated and amended at 61 FR 51550, Oct. 2, 1996]

Subpart D—Reallocations

SOURCE: 54 FR 46799, Nov. 7, 1989, unless otherwise noted. Redesignated at 61 FR 51550, Oct. 2, 1996.

§ 576.41 Reallocation; lack of approved consolidated plan—formula cities and counties.

(a) *Applicability.* This section applies where a formula city or county fails to submit or obtain HUD approval of its consolidated plan within 90 days of the date upon which amounts under this part first become available for allocation in any fiscal year.

(b) *Grantee.* HUD will make available to the State in which the city or county is located the amounts that a city or county referred to in paragraph (a) of this section would have received.

(c) *Notification of availability.* The responsible HUD field office will promptly notify the State of the availability of any reallocation amounts under this section.

(d) *Eligibility for reallocation amounts.* In order to receive reallocation amounts under this section, the State must:

(1) Execute a grant agreement with HUD for the fiscal year for which the amounts to be reallocated were initially made available.

(2) If necessary, submit an amendment to its application for that fiscal year for the reallocation amounts it wishes to receive. The amendment must be submitted to the responsible HUD field office no later than 30 days

after notification is given to the State under paragraph (c) of this section.

(e) *Amendment review and approval.* (1) Section 576.33 governs the review and approval of application amendments under this section. HUD will endeavor to make grant awards within 30 days of the application amendment deadline, or as soon thereafter as practicable.

(2) Program activities represented by proposed amendments are subject to environmental review under § 576.57 in the same manner as original proposals.

(f) *Deadlines for using reallocated grant amounts.* Section 576.35 governs the use of amounts reallocated under this section.

(g) *Amounts that cannot be reallocated.* Any grant amounts that cannot be reallocated to a State under this section will be reallocated as provided by § 576.43. Amounts that are reallocated under this section, but that are returned or unused, will be reallocated under § 576.45.

[54 FR 46799, Nov. 7, 1989, as amended at 56 FR 56128, Oct. 31, 1991; 60 FR 1918, Jan. 5, 1995. Redesignated and amended at 61 FR 51551, Oct. 2, 1996]

§ 576.43 Reallocation of grant amounts; lack of approved consolidated plan—States, territories, and Indian tribes.

(a) *Applicability.* This section applies when:

(1) A State, territory, or Indian tribe fails to obtain approval of its consolidated plan within 90 days of the date upon which amounts under this part first become available for allocation in any fiscal year; or

(2) Grant amounts cannot be reallocated to a State under § 576.41.

(b) *Grantees.* (1) HUD will reallocate the amounts that a State or Indian tribe referred to in paragraph (a)(1) of this section would have received:

(i) In accordance with 42 U.S.C. 11373(d)(3); and

(ii) If grant amounts remain, then to territories that demonstrate extraordinary need or large numbers of homeless individuals.

(2) HUD will make available the amounts that a territory under paragraph (a)(1) of this section would have

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received to other territories that demonstrate extraordinary need or large numbers of homeless individuals.

(c) *Notification of funding availability.* HUD will make reallocations to States and Indian tribes under this section by direct notification or FEDERAL REGISTER notice that will set forth the terms and conditions under which amounts under this section are to be reallocated and grant awards made. In the case of reallocations to Territories, the responsible HUD field office will promptly notify each Territory of any reallocation amounts under this section, and indicate the terms and conditions under which reallocation amounts are to be made available and grant awards made.

(d) *Eligibility for reallocation amounts.* In order to receive reallocation amounts under this section, the formula city or county, State, territory, or Indian tribe must:

(1) Submit an amendment, in accordance with 24 CFR part 91, to its consolidated plan for that program year to cover activities for the reallocation amount it wishes to receive; and

(2) Execute a grant agreement with HUD for the fiscal year for which the amounts to be reallocated were initially made available.

(e) *Review and approval.* (1) Section 576.53, and such additional requirements as HUD may specify in the notification under paragraph (c) of this section, govern the review and approval of application amendments under this section. HUD will rank the amendments and make grant awards under this section on the basis of the following factors:

(i) The nature and extent of the unmet homeless need within the jurisdiction in which the grant amounts will be used;

(ii) The extent to which the proposed activities address this need; and

(iii) The ability of the grantee to carry out the proposed activities promptly.

(2) HUD will endeavor to make grant awards within 30 days of the application amendment deadline, or as soon thereafter as practicable.

(f) *Grant amounts.* HUD may make a grant award for less than the amount applied for or for fewer than all of the

activities identified in the application amendment.

(g) *Deadlines for using reallocated amounts.* Section 576.35 governs the use of amounts reallocated under this section.

(h) *Amounts not reallocated.* Any grant amounts that are not reallocated under this section, or that are reallocated, but are unused, will be reallocated under § 576.45(d). Any amounts that are reallocated, but are returned, will be reallocated under § 576.45(c).

[54 FR 46799, Nov. 7, 1989, as amended at 56 FR 56129, Oct. 31, 1991; 60 FR 1918, Jan. 5, 1995. Redesignated and amended at 61 FR 51551, Oct. 2, 1996]

§ 576.45 Reallocation of grant amounts; returned or unused amounts.

(a) *General.* From time to time, HUD will reallocate emergency shelter grant amounts that are returned or unused, as those terms are defined in paragraph (f) of this section. HUD will make reallocations under this section by direct notification or FEDERAL REGISTER Notice that will set forth the terms and conditions under which the grant amounts are to be reallocated and grant awards are to be made.

(b) *FEMA boards.* HUD may use State and local boards established under the Emergency Food and Shelter Program administered by the Federal Emergency Management Agency, as a resource to identify potential applicants for reallocated grant amounts.

(c) *Reallocation—returned grant amounts—*(1) *States and formula cities and counties.* HUD will endeavor to reallocate returned emergency shelter grant amounts that were initially allocated under § 576.5 to a State or a formula city or county, for use within the same jurisdiction. Reallocation of these grant amounts is subject to the following requirements:

(i) Returned grant amounts that were allocated to a State will be made available (A) first, to units of general local government within the State and (B) if grant amounts remain, then to other States.

(ii) Returned grant amounts that were allocated to a formula city or county will be made available:

(A) First, for use in the city or county, to units of general local government that are authorized under applicable law to carry out activities serving the homeless in the jurisdiction;

(B) If grant amounts remain, then to the State in which the city or county is located;

(C) If grant amounts remain, to units of general local government in the State; and

(D) If grant amounts remain, to other States.

(2) *Indian tribes.* Returned grant amounts that were allocated to an Indian tribe will be made available to other Indian tribes.

(3) *Territories.* Returned grant amounts that were allocated to a territory will be made available, first, to other territories and, if grant amounts remain, then to States.

(4) *Further reallocation: States, formula cities and counties, territories, and Indian tribes.* HUD will reallocate under paragraph (e) of this section any grant amounts that remain after applying the preceding provisions of paragraph (c) of this section or that are returned to HUD after reallocation under those provisions.

(5) The responsible HUD field office will announce the availability of returned grant amounts. The announcement will establish deadlines for submitting applications, and will set out other terms and conditions relating to grant awards, consistent with this part. The announcement will specify the application documents to be submitted.

(6) The responsible HUD field office may establish maximum grant amounts, considering the grant amounts available, and will rank the applications using the criteria in paragraph (e) of this section.

(7) HUD may make a grant award for less than the amount applied for or for fewer than all of the activities identified in the application, based on competing demands for grant amounts and the extent to which the respective activities address the needs of the homeless.

(8) HUD will endeavor to make grant awards within 30 days of the application deadline or as soon thereafter as practicable.

(9) Grants awarded under this section are subject to environmental review under § 576.57.

(d) *Reallocation—unused grant amounts.* Unused grant amounts will be added to the appropriation for the fiscal year immediately following the fiscal year in which the amounts become available to HUD for reallocation, and will be allocated in accordance with the provisions of § 576.5 of this part.

(e) *Selection criteria.* HUD will award grants under paragraph (c) of this section based on consideration of the following criteria:

(1) The nature and extent of the unmet homeless need within the jurisdiction in which the grant amounts will be used;

(2) The extent to which the proposed activities address this need; and

(3) The ability of the grantee to carry out the proposed activities promptly.

(f) *Definitions—returned or unused grant amounts.* (1) For purposes of this section, emergency shelter grant amounts are considered “returned” when they become available for reallocation because a jurisdiction does not execute a grant agreement with HUD for them.

(2) For purposes of this section, emergency shelter grant amounts are considered “unused” (i.e., Federal deobligation):

(i) When they become available for reallocation by HUD after a grantee has executed a grant agreement with HUD for those amounts; or

(ii) The amounts remain after reallocation under § 576.43 or paragraph (c) of this section.

[54 FR 46799, Nov. 7, 1989, as amended at 57 FR 54507, Nov. 19, 1992; 60 FR 1918, Jan. 5, 1995. Redesignated and amended at 61 FR 51551, Oct. 2, 1996]

Subpart E—Program Requirements

SOURCE: 54 FR 46799, Nov. 7, 1989, unless otherwise noted. Redesignated at 61 FR 51550, Oct. 2, 1996.

§ 576.51 Matching funds.

(a) *General.* Each grantee, other than a territory, must match the funding provided by HUD under this part as set forth in 42 U.S.C. 11375. The first \$100,000 of any assistance provided to a

§ 576.53

recipient that is a State is not required to be matched, but the benefit of the unmatched amount must be shared as provided in 42 U.S.C. 11375(c)(4). Matching funds must be provided after the date of the grant award to the grantee. Funds used to match a previous ESG grant may not be used to match a subsequent grant award under this part. A grantee may comply with this requirement by providing the matching funds itself, or through matching funds or voluntary efforts provided by any State recipient or nonprofit recipient (as appropriate).

(b) *Calculating the matching amount.* In calculating the amount of matching funds, in accordance with 42 U.S.C. 11375(a)(3), the time contributed by volunteers shall be determined at the rate of \$5 per hour. For purposes of this paragraph, the grantee will determine the value of any donated material or building, or of any lease, using a method reasonably calculated to establish a fair market value.

[61 FR 51552, Oct. 2, 1996]

§ 576.53 Use as an emergency shelter.

(a)(1) *Restrictions and definition.* Period of use restrictions applicable to assistance provided under this part are governed by 42 U.S.C. 11375(a). Use of grant amounts for developing and implementing homeless prevention activities does not trigger period of use requirements.

(2) For purposes of the requirements under this section, the term *same general population* means either the same types of homeless persons originally served with ESG assistance (i.e., battered spouses, runaway children, families, or mentally ill individuals), or persons in the same geographic area.

(b) *Calculating the applicable period.* The 3- and 10-year periods applicable under paragraph (a) of this section begin to run:

(1) In the case of a building that was not operated as an emergency shelter for the homeless before receipt of grant amounts under this part, on the date of initial occupancy as an emergency shelter for the homeless.

(2) In the case of a building that was operated as an emergency shelter before receipt of grant amounts under this part, on the date that grant

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amounts are first obligated for the shelter.

[54 FR 46799, Nov. 7, 1989. Redesignated and amended at 61 FR 51552, Oct. 2, 1996]

§ 576.55 Building standards.

(a) Any building for which emergency shelter grant amounts are used for conversion, major rehabilitation, rehabilitation, or renovation must meet local government safety and sanitation standards.

(b) For projects of 15 or more units, when rehabilitation costs are:

(1) 75 percent or more of the replacement cost of the building, that project must meet the requirements of § 8.23(a) of this title; or

(2) Less than 75 percent of the replacement cost of the building, that project must meet the requirements of § 8.23(b) of this title.

[61 FR 51552, Oct. 2, 1996]

§ 576.56 Homeless assistance and participation.

(a) *Assistance.* (1) Grantees and recipients must assure that homeless individuals and families are given assistance in obtaining:

(i) Appropriate supportive services, including permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and

(ii) Other Federal, State, local, and private assistance available for such individuals.

(2) Requirements to ensure confidentiality of records pertaining to the provision of family violence prevention or treatment services with assistance under this part are set forth in 42 U.S.C. 11375(c)(5).

(3) Grantees and recipients may, in accordance with 42 U.S.C. 11375(e), terminate assistance provided under this part to an individual or family who violates program requirements.

(b) *Participation.* (1) Each unit of local government, Indian tribe, and nonprofit recipient that receives funds under this part must provide for the participation of homeless individuals on its policymaking entity in accordance with 42 U.S.C. 11375(d).

(2) Each State, territory, Indian tribe, unit of local government, and nonprofit recipient that receives funds under this part must involve homeless individuals and families in providing work or services pertaining to facilities or activities assisted under this part, in accordance with 42 U.S.C. 11375(c)(7).

[61 FR 51552, Oct. 2, 1996]

§ 576.57 Other Federal requirements.

In addition to the Federal requirements set forth in 24 CFR part 5, use of emergency shelter grant amounts must comply with the following requirements:

(a) *Nondiscrimination and equal opportunity.* The nondiscrimination and equal opportunity requirements at 24 CFR part 5 are modified as follows:

(1) *Rehabilitation Act requirements.* HUD's regulations at 24 CFR part 8 implement section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). For purposes of the emergency shelter grants program, the term "dwelling units" in 24 CFR part 8 shall include sleeping accommodations.

(2) Use of emergency shelter grant amounts must also comply with the requirement that the grantee or the State recipient make known that use of the facilities and services is available to all on a nondiscriminatory basis. If the procedures that the grantee or recipient intends to use to make known the availability of the facilities and services are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for such facilities and services, the grantee or recipient must establish additional procedures that will ensure that such persons are made aware of the facilities and services. Grantees and recipients must also adopt procedures which will make available to interested persons information concerning the location of services and facilities that are accessible to persons with disabilities.

(b) *Applicability of OMB Circulars.*¹ The policies, guidelines, and require-

ments of 24 CFR part 85 (codified pursuant to OMB Circular No. A-102) and OMB Circular No. A-87, as they relate to the acceptance and use of emergency shelter grant amounts by States and units of general local government, and Nos. A-110 and A-122 as they relate to the acceptance and use of emergency shelter grant amounts by private nonprofit organizations.

(c) The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this title apply to activities under this program.

(d) *Conflicts of interest.* In addition to the conflict of interest requirements in OMB Circulars A-102 and A-110, no person—

(1)(i) Who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, State recipient, or nonprofit recipient (or of any designated public agency) that receives emergency shelter grant amounts and

(ii) Who exercises or has exercised any functions or responsibilities with respect to assisted activities, or

(2) Who is in a position to participate in a decisionmaking process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in § 570.611 (d) and (e) of this chapter.

(e) *Environmental review responsibilities*—(1) *Generally.* Responsible entities must assess the environmental effects of each application under part 58 of this title. An applicant must include in its application an assurance that the applicant will assume all the environmental review responsibility that would otherwise be performed by HUD as the responsible Federal official

¹OMB Circulars referenced in this section are available at the Entitlement Cities Division, Room 7282, Department of Housing and

Urban Development, 451 Seventh Street, SW., Washington, DC 20410.

under the National Environmental Policy Act of 1969 (NEPA) and related authorities listed in part 58 of this title. The grant award is subject to completion of the environmental responsibilities set out in part 58 of this title within a reasonable time period after notification of the award. This provision does not preclude the applicant from enclosing its environmental certification and Request for Release of Funds with its application.

(2) *Awards to States.* In the case of emergency shelter grants to States that are distributed to:

- (i) Units of general local government, the unit of general local government shall be the responsible entity, and the State will assume HUD's functions with regard to the release of funds; or
- (ii) Nonprofit organizations, the State shall be the responsible entity, and HUD will perform functions regarding release of funds under part 58 of this title.

(3) *Release of funds.* HUD will not release funds for an eligible activity if the grantee, recipient, or any other party commits emergency shelter grant funds before the grantee submits, and HUD approves, any required Request for Release of Funds.

(f) *Audit.* The financial management systems used by a State, formula city or county, governmental entity, or an Indian tribe that is a grantee under this program must provide for audits in accordance with part 44 of this title. A private nonprofit organization is subject to the audit requirements of OMB Circular A-133, as set forth in part 45 of this title. (OMB Circulars are available from the Executive Office of the President, Publication Service, 725 17th Street, NW., Suite G-2200, Washington, DC 20503, Telephone, 202-395-7332.)

(g) *Audit.* The financial management system used by a State or unit of general local government that is a grantee or State recipient must provide for audits in accordance with 24 CFR part 44. A private nonprofit organization is subject to the audit requirements of OMB Circular A-133, as set forth in 24 CFR part 45.

(h) *Lobbying and disclosure requirements.* The disclosure requirements and prohibitions of 42 U.S.C. 3537a and 3545 and 31 U.S.C. 1352 (the Byrd Amend-

ment), and the implementing regulations at parts 4 and 87 of this title.

(i) *Davis-Bacon Act.* The provisions of the Davis-Bacon Act (40 U.S.C. 276a-276a-5) do not apply to this program.

(j) *Intergovernmental review.* The requirements of Executive Order 12372 and the regulations issued under the order at 24 CFR part 52, to the extent provided by FEDERAL REGISTER notice in accordance with 24 CFR 52.3.

[54 FR 46799, Nov. 7, 1989, as amended at 57 FR 33256, July 27, 1992; 61 FR 5210, Feb. 9, 1996. Redesignated and amended at 61 FR 51552, Oct. 2, 1996; 64 FR 50226, Sept. 15, 1999]

§ 576.59 Relocation and acquisition.

(a) *Minimizing displacement.* Consistent with the other goals and objectives of this part, grantees and recipients must assure that they have taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted under this part.

(b) *Relocation assistance for displaced persons.* A displaced person (defined in paragraph (f)(1) of this section) must be provided relocation assistance at the levels described in, and in accordance with, 49 CFR part 24, which contains the government-wide regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4601-4655).

(c) *Real property acquisition requirements.* The acquisition of real property for a project is subject to the URA and the requirements described in 49 CFR part 24, subpart B.

(d) *Responsibility of grantees and recipients.* Each grantee and recipient must assure that it will comply with the URA, the regulations at 49 CFR part 24, and the requirements of this section. The cost of assistance required by this section may be paid from local public funds, funds provided in accordance with this part, or funds available from other sources.

(e) *Appeals.* A person who disagrees with the grantee's or recipient's determination concerning a payment or other assistance required by this section may file a written appeal of that

determination with the grantee or recipient. The appeal procedures to be followed are described in 49 CFR 24.10.

(f) *Definition*—(1) *Displaced person*. (i) The term “displaced person” means a person (family, individual, business, nonprofit organization, or farm) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of acquisition, rehabilitation, or demolition for a project assisted under this part. Permanent, involuntary moves for an assisted project include:

(A) A permanent move from the real property (building or complex) following notice by the grantee, recipient or property owner to move permanently from the property, if the move occurs on or after the date that the grantee or recipient submits to HUD an application for assistance that is later approved and funded;

(B) A permanent move from the real property that occurs before the submission of the application to HUD, if the grantee, recipient or HUD determines that the displacement resulted directly from acquisition, rehabilitation, or demolition for the project, or

(C) A permanent move from the real property by a tenant-occupant of a dwelling unit that occurs after the execution of the agreement between the recipient and HUD if:

(1) The tenant has not been provided a reasonable opportunity to lease and occupy a suitable, decent, safe and sanitary dwelling in the same building/complex following the completion of the project at a rent, including estimated average utility costs, that does not exceed the greater of the tenant's rent and estimated average utility costs before the initiation of negotiations, or 30 percent of gross household income; or

(2) The tenant has been required to relocate temporarily but the tenant is not offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation or other conditions of the temporary relocation are not reasonable, and the tenant does not return to the building/complex; or

(3) The tenant is required to move to another unit in the same building/complex but is not offered reimbursement

for all reasonable out-of-pocket expenses incurred in connection with the move.

(ii) A person does not qualify as a “displaced person” if:

(A) The person has been evicted for cause based upon a serious or repeated violation of material terms of the lease or occupancy agreement and HUD determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;

(B) The person moved into the property after the submission of the application and, before commencing occupancy, received written notice of the expected displacement;

(C) The person is ineligible under 49 CFR 24.2(g)(2); or

(D) HUD determines that the person was not displaced as a direct result of acquisition, rehabilitation, or demolition for the project.

(iii) The grantee or recipient may, at any time, request a HUD determination of whether a displacement is or would be covered under this section.

(2) *Initiation of negotiations*. For purposes of determining the type of replacement housing payment to be made to a residential tenant displaced as a direct result of privately undertaken rehabilitation, demolition, or acquisition of the real property, the term “initiation of negotiations” means the execution of the agreement between the grantee and HUD.

(Approved by the Office of Management and Budget under OMB control number 2506-0089)

[54 FR 46799, Nov. 7, 1989, as amended at 54 FR 52397, Dec. 21, 1989. Redesignated at 61 FR 51553, Oct. 2, 1996]

Subpart F—Grant Administration

SOURCE: 54 FR 46799, Nov. 7, 1989, unless otherwise noted. Redesignated at 61 FR 51550, Oct. 2, 1996.

§ 576.61 Responsibility for grant administration.

Grantees are responsible for ensuring that emergency shelter grant amounts are administered in accordance with the requirements of this part and other applicable laws. The State, territory,

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Indian tribe, or unit of local government is responsible for ensuring that its recipients carry out the recipients' emergency shelter grant programs in compliance with all applicable requirements in the case of:

(a) A State making grant amounts available to State recipients; or

(b) A territory, Indian tribe, or unit of general local government distributing grant amounts to nonprofit recipients.

[54 FR 46799, Nov. 7, 1989. Redesignated and amended at 61 FR 51553, Oct. 2, 1996]

§ 576.63 Method of payment.

Payments are made to a grantee upon its request after the grant agreement has been fully executed, and may include a working capital advance for 30 days' cash needs or an advance of \$5,000, whichever is greater. Thereafter, the grantee will be reimbursed for the amount of its actual cash disbursements. If a grantee requests a working capital advance, it must base the request on a realistic, firm estimate of the amounts required to be disbursed over the 30-day period in payment of eligible activity costs.

[54 FR 46799, Nov. 7, 1989. Redesignated and amended at 61 FR 51553, Oct. 2, 1996]

§ 576.65 Recordkeeping.

(a) Each grantee must ensure that records are maintained for a 4-year period to document compliance with the provisions of this part.

(b) Requirements to ensure confidentiality of records pertaining to the provision of family violence prevention or treatment services with assistance under this part are set forth in 42 U.S.C. 11375(c)(5).

[61 FR 51553, Oct. 2, 1996]

§ 576.67 Sanctions.

(a) *HUD sanctions.* If HUD determines that a grantee is not complying with the requirements of this part or of other applicable Federal law, HUD may (in addition to any remedies that may otherwise be available) take any of the following sanctions, as appropriate:

(1) Issue a warning letter that further failure to comply with such requirements will result in a more serious sanction;

(2) Condition a future grant;

(3) Direct the grantee to stop the incurring of costs with grant amounts;

(4) Require that some or all of the grant amounts be remitted to HUD;

(5) Reduce the level of funds the grantee would otherwise be entitled to receive; or

(6) Elect not to provide future grant funds to the grantee until appropriate actions are taken to ensure compliance.

(b) *State sanctions.* If a State determines that a State recipient is not complying with the requirements of this part or other applicable Federal laws, the State must take appropriate actions, which may include the actions described in paragraph (a) of this section. Any grant amounts that become available to a State as a result of a sanction under this section must, at the option of the State, be made available (as soon as practicable) to other nonprofit organizations or units of general local government located in the State for use within the time periods specified in § 576.35(a)(2), or to HUD for reallocation under § 576.45(d).

(c) *Reallocations.* Any grant amounts that become available to HUD as a result of the imposition of a sanction under this section will be reallocated under § 576.45(d).

[54 FR 46799, Nov. 7, 1989. Redesignated and amended at 61 FR 51553, Oct. 2, 1996]

PART 581—USE OF FEDERAL REAL PROPERTY TO ASSIST THE HOMELESS

Sec.

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581.13 Waivers.

AUTHORITY: 42 U.S.C. 11411 note; 42 U.S.C. 3535(d).

SOURCE: 56 FR 23794, 23795, May 24, 1991, unless otherwise noted.



ATTACHMENT 7

EMERGENCY SHELTER GRANTS (ESG) PROGRAM

Office of Special Needs Assistance Programs
Office of Community Planning and Development
451 7th Street SW, Room 7262
Washington, DC 20410

OBJECTIVES

The ESG program provides funding to: (1) improve the number and quality of emergency and transitional shelters for homeless individuals and families; (2) help operate these shelters; (3) provide essential social services to shelter residents, and (4) prevent families and individuals from becoming homeless.

GRANT AMOUNTS

FY 2008 Allocation: \$160,000,000

The minimum ESG grant was \$44,047 and the maximum allocation was \$7,969,489.

ELIGIBLE GRANTEEES (n=365)

STATES (51, including Puerto Rico)

METROPOLITAN CITIES (206)

URBAN COUNTIES (104)

U.S. TERRITORIES (4)

RECIPIENTS

LOCAL GOVERNMENT grantees may provide ESG funds for projects operated by local government agencies and private nonprofit organizations.

STATE GOVERNMENT grantees must provide ALL of their ESG funds to local government or private nonprofit organizations acting as recipients. States' ESG funds provided directly to nonprofit organizations must have the approval of the local government in which the project is located.

ELIGIBLE ACTIVITIES

REHABILITATION

Renovation of a building (site must serve homeless persons for at least 3 years)

Major rehabilitation or conversion of a building to a shelter (site must serve homeless persons for at least 10 years)

NOTE: Property acquisition and new construction are ineligible ESG activities.

ESSENTIAL SERVICES

Supportive social services, such as case management, counseling, healthcare, job training, education, and childcare (limited to 30% of grant, except where HUD waives for good cause)

OPERATIONS

Includes maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings (staff salaries for operations management are limited to 10 percent of grant)

HOMELESS PREVENTION

Short-term mortgage/rent and utilities, security deposits, first month's rent, landlord-tenant mediation, tenant legal services (limited by law to 30% of grant)

ADMINISTRATIVE COSTS

Accounting for ESG funds, preparing HUD reports, audits (up to five percent of grant). For state grantees, the administrative funds must be shared with their recipients.

ALLOCATION FORMULA

ESG funds are allocated based on data used for the previous year's Community Development Block Grants (CDBG) program. The CDBG formula uses several objective measures of community need, including poverty, population, housing overcrowding, age of housing and growth lag. If an allocation to a metropolitan city or urban county is less than 0.05 percent of the total funds, the amount is added to the allocation for that state. The allocations among the U.S. territories are based on their populations.

MATCH

LOCAL GOVERNMENT grantees must match grant funds with an equal amount of funds from the following cash or in-kind sources – new staff or volunteer time, the donation of materials and buildings, or the value of any lease on a building.

STATES are exempt from matching the first \$100,000 of their awards, but must provide the benefits of that exemption to their recipient local governments and nonprofit organizations that are least capable of providing the State with matching amounts.

OBLIGATION & EXPENDITURE DATES

LOCAL GOVERNMENTS Each local government grantee must have all its ESG grant funds spent within 24 months of grant award.

STATES Each State must make its grant funds available to its recipients within 65 days of the date of the grant award by HUD. Each state recipient must obligate its grant funds by 180 days of availability from the state, and spend the entire grant within 24 months of grant award. However, those states that set-aside homeless prevention funds may make available funds within 180 days, and recipients should obligate and spend the funds within 30 days and 180 days respectively.

CONSOLIDATED PLAN

The ESG application is part of the jurisdiction's Consolidated Plan. This planning document contains a description of the community's homeless assistance needs, details available resources, and provides a five- year plan and a yearly action plan identifying the ESG projects. Its preparation must include citizen participation and public involvement.

Each jurisdiction should submit its Consolidated Plan to the local HUD field office no later than 45 days before the start of

its consolidated program year in accordance to the regulations at 24 CFR Part 91.

REPORTS

Annual performance reports are due 90 days after the close of the grantee's consolidated program year. Grantee's request their ESG payments and complete their accomplishments and beneficiaries served through IDIS, an on-line linkup with HUD, and the community's Consolidated Annual Performance and Evaluation Reporting (CAPER) for all its community development programs.

CITATIONS

STATUTE Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, as amended (U.S. Code: 42 USC 11371 *et seq.*)

REGULATIONS The ESG streamlined regulations are part of the Code of Federal Regulations at 24 *CFR* Part 576, which were published in the Federal Register of October 2, 1996 and became effective on November 1, 1996.

CONTACT

ESG grantees are states, major local governments and counties, and the U.S. territories. ESG projects can be operated by other governmental agencies or private nonprofit organizations as ESG recipients. ESG funds are paid to grantees, which reimburse the recipient for eligible project costs.

Please contact your state or local government agency responsible for distributing the local ESG funds, which is often in the Housing or Community Development departments, or the jurisdiction's homeless coordinator.

At HUD, contact the Community Planning and Development division at your nearest HUD state or local field office, or the Office of Special Needs Assistance Programs at the above address or telephone (202) 708-1226. The ESG homepage contains contact information for local HUD offices, the addresses of state homeless coordinators, and the ESG allocation amounts. The website is located at www.hud.gov/offices/cpd/homeless/programs/esg/index.cfm

ATTACHMENT 8

Title 24: Housing and Urban Development
PART 576: EMERGENCY SHELTER GRANTS PROGRAM
STEWART B. McKINNEY HOMELESS ASSISTANCE ACT

§ 576.23 Faith-based activities.

- (a) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Emergency Shelter Grants program. Neither the Federal government nor a State or local government receiving funds under Emergency Shelter Grants programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.
- (b) Organizations that are directly funded under the Emergency Shelter Grants program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.
- (c) A religious organization that participates in the Emergency Shelter Grants program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct Emergency Shelter Grants funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide Emergency Shelter Grants-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an Emergency Shelter Grants-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
- (d) An organization that participates in the Emergency Shelter Grants program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- (e) Emergency shelter grants may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. Emergency shelter grants may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, emergency shelter grants may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to emergency shelter grants in this part. Sanctuaries, chapels, or other rooms that an Emergency Shelter Grants-funded religious congregation uses as its principal place of worship, however, are ineligible for Emergency Shelter Grants-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (see 24 CFR parts 84 and 85).
- (f) If a State or local government voluntarily contributes its own funds to supplement federally funded activities, the State or local government has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, this section applies to all of the commingled funds.

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